

Agenda

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Scrutiny Committee

Date: **Thursday 6 September 2018**

Time: **6.00 pm**

Place: **St Aldate's Room - Oxford Town Hall**

For any further information please contact:

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Scrutiny Committee

Membership

Chair	Councillor Andrew Gant
Vice Chair	Councillor David Henwood
	Councillor Mohammed Altaf-Khan
	Councillor Lubna Arshad
	Councillor Nadine Bely-Summers
	Councillor Hosnieh Djafari-Marbini
	Councillor Alex Donnelly
	Councillor James Fry
	Councillor Pat Kennedy
	Councillor Mark Lygo
	Councillor Craig Simmons

The quorum for this Committee is four, substitutes are permitted.

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AGENDA

	Pages
1 APOLOGIES FOR ABSENCE	
2 DECLARATIONS OF INTEREST	
3 CHAIR'S ANNOUNCEMENTS	
4 MINUTES	7 - 10
<p>Recommendation: That the minutes of the meeting held on 03 July 2018 be APPROVED as a true and accurate record.</p>	
5 WORK PLAN AND FORWARD PLAN	11 - 24
<p>The Scrutiny Committee operates within a work plan which is agreed at the start of the Council year. The Work Plan is reviewed at each meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the City Executive Board or Council). The Committee is asked to review and note its work plan for the 2018/19 council year.</p>	
6 JOINT STATUTORY SPATIAL PLAN (JSSP)	25 - 62
<p>At its meeting on 18 September 2018, the City Executive Board will be asked to give its approval to the draft project and programme documents for the Oxfordshire Joint Statutory Spatial Plan (JSSP), the preparation of which is a requirement of the Oxfordshire Housing and Growth Deal. These documents comprise:</p> <ul style="list-style-type: none">a) Draft Statement of Community Involvement 2018b) Local Development Schemec) JSSP Scoping Document <p>This is an opportunity for the Scrutiny Committee to make recommendations to the Board beforehand.</p>	
7 AIR QUALITY ANNUAL STATUS REPORT	63 - 146
<p>The Scrutiny Committee agreed to add the Annual Air Quality Status Report to its work plan in June 2018. This report has featured on the Committee's work plan for the past four years. The Committee has agreed to revisit the need for an air quality review group in 2019, which this report may help to inform. This is an opportunity for the Committee to note the report and</p>	

comment if it wishes.

8 QUARTER 1 COUNCIL PERFORMANCE REPORT 2018/19 147 - 152

The Scrutiny Committee has a role in monitoring the Council's performance. Quarterly reports are provided on a set of selected corporate and service performance indicators. This item provides an opportunity for the Committee to identify any areas for further review, and to note and comment on Council performance at the end of quarter 1 of 2018/19.

9 REPORT BACK ON RECOMMENDATIONS 153 - 154

There have been two recommendations to the Oxford Direct Services Shareholder (members of the City Executive Board) from the Companies Scrutiny Panel since those reported to the Committee on 03 July. There were no other recommendations passed in the last meeting cycle from the Scrutiny Committee or its Panels.

10 DATES OF FUTURE MEETINGS

Meetings for 2018 are scheduled as followed:

Scrutiny Committee

- 08 October
- 06 November
- 04 December
- 14 January (provisional)

Standing Panels

- Housing Standing Panel: 11 October, 12 November
- Finance Standing Panel: 10 September, 06 December
- Companies Panel 11 September, 25 October, 11 December, 03 January 2019

All meetings start at 6.00 pm

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.

*Disclosable 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.

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Minutes of a meeting of the SCRUTINY COMMITTEE on Tuesday 3 July 2018

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Committee members:

Councillor Gant (Chair)

Councillor Altaf-Khan

Councillor Bely-Summers

Councillor Donnelly

Councillor Kennedy

Councillor Henwood (Vice-Chair)

Councillor Arshad

Councillor Djafari-Marbini

Councillor Fry

Councillor Simmons

Officers:

Stefan Robinson, Scrutiny Officer

John Mitchell, Committee and Member Services Officer

22. Apologies for absence

Apologies for absence were received from Councillor Simm.

23. Declarations of interest

None.

24. Chair's Announcements

None.

25. Minutes

The Committee resolved to APPROVE the minutes of the meeting held on 05 June 2018 as a true and accurate record subject to some minor typographical amendments.

26. Work Plan and Forward Plan

The Scrutiny Officer spoke to this item. He reassured the Committee that the published Work Plan was a work in progress and did not yet reflect all those items which had been agreed.

In discussion it was agreed that, in the absence of City Executive Board (CEB) items in August which warranted the Committee's attention, the provisional date for a Scrutiny Committee on 30 July was not needed. **The meeting on 30 July is therefore cancelled.**

In relation to CEB's Forward Plan, an item on Blackbird Leys Development (to go to CEB on 18 September) had been added since publication of the Committee papers.

The Scrutiny Officer would ascertain if there was likely to be sufficient substance in the item to warrant the Committee's attention.

27. Scrutiny Review Groups 2018/19

The Scrutiny Officer explained that he had worked with the Chair and Councillor Bely-Summers as Chairs of the *Tourism Management* and *No Local Connection (Homelessness)* review groups respectively, to work up the scoping documents for both review groups. The suggestion for a review group on *Air Quality* was not being pursued for the moment because of officer concerns about capacity. This would be revisited again as a review topic following the conclusion of the other identified review groups.

In discussion about the scoping document for the *No Local Connection Review Group* it was agreed that there should be clarity throughout that it will be focused on the needs of those *without* a local connection.

The Committee **agreed** the following:

1. that the *No Local Connection* review would be undertaken first, followed by *Tourism Management*;
2. to approve the draft scoping documents;
3. that the review on Air Quality should be revisited in 2019; and
4. that membership of the review groups should be as follows:

No Local Connection (Homelessness): Cllrs Nadine Bely-Summers (Chair), Richard Howlett, Shaista Aziz, Paul Harris, Tom Landell-Mills and Craig Simmons.

Tourism Management: Cllrs Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

28. Q 4 performance

The Committee made a number of observations about the Q4 performance, including the following:

- The absence of key data in relation to Fusion Lifestyle was a concern given a previous understanding that it would be provided. These data should be provided for Q1.
- Recruitment/staff retention is an issue for some parts of the service, more detailed data about turnover etc. would be helpful.
- The introduction of Universal Credit appeared to have had consequences for some indicators and some targets should perhaps, as a result, be re-calibrated
- The percentage of planning appeals allowed on minor developments would be useful (not just for major developments).
- Customer satisfaction "at first point of contact" was generally good but the low rate of satisfaction in relation to engagement via the Internet was of concern.
- Customer satisfaction with reference to different areas of service would be worthy of consideration.

- The shortfall in collection of Council Tax and Business rates was of concern and was scheduled to be looked at by the Finance Panel.
- There was a question about the value of the indicator for the number of training places and jobs created as a result of Council investment and leadership.
- Where targets were almost universally met, repeated Scrutiny consideration of them added little value and they should be removed from future reports.

There was particular concern about the data in relation to “Days lost to sickness”. It was agreed that a report on the matter should be requested and an officer invited to allow more detailed consideration by the Committee.

As a subset of this indicator, the significance of stress, depression, anxiety and mental health were noted. It was agreed that this was a matter that might be referred to the Members’ Mental Health Challenge Panel with a request that it report back to the Committee in due course. The Scrutiny Officer would explore this suggestion, and invite the relevant people to report back to the Committee.

29. Annual Scrutiny Report

The draft Annual Scrutiny Report was agreed subject to some minor suggestions.

30. Report back on recommendations

The Chair was pleased to report that the majority of the Committee’s recommendations had been agreed.

In relation to the recommendations about Fusion Lifestyle’s targets there was some concern at CEB’s partial acceptance of the recommendations. The Committee was at liberty to refer the matter back to the Board but, for the time being, it was agreed that it would be best to wait until the arrival of Q1 data to see the extent to which the data requested had been incorporated and what performance trends were emerging.

31. Dates of future meetings

Meetings for 2018 are scheduled as followed:

Scrutiny Committee

- 30 July (CANCELLED)
- 06 September
- 08 October
- 06 November
- 04 December

Standing Panels

- Housing Standing Panel: 05 July, 11 October, 12 November
- Finance Standing Panel: 04 July, 10 September, 06 December
- Companies Panel 26 July, 11 September, 25 October, 12 December, 03 January 2019

All meetings start at 6.00 pm

The meeting started at 6.00 pm and ended at 6.30 pm

Chair

Date: Thursday 6 September 2018

SCRUTINY WORK PLAN

September 2018 - December 2018

Published on: 24/08/18

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its people. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the 2018-19 council year and will be reviewed at each meeting of the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our [suggestion form](#). See our [get involved webpage](#) for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:

- Is consideration of the issue timely?
- Is it a corporate priority?
- Is the issue of significant public interest?
- Can Scrutiny influence and add value?
- Is it an area of high expenditure, income or savings?

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's [Forward Plan](#) at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Membership
Scrutiny Committee	Overall management of the Council's scrutiny function.	Councillors; Andrew Gant (Chair), David Henwood (Vice-Chair), Mohammed Altaf-Khan, Lubna Arshad, Nadine Bely-Summers, Hosnieh Djafari-Marbini, Alex Donnelly, James Fry, Pat Kennedy, Craig Simmons, Christine Simm, Mark Lygo.
Finance Panel	Finance and budgetary issues and decisions	Councillors; James Fry (Chair), Mohammed Altaf-Khan, David Henwood, Chewe Munkonge, Craig Simmons, Roz Smith.
Housing Panel	Strategic housing and landlord issues and decisions	Councillors; David Henwood (Chair), Lubna Arshad, Nadine Bely-Summers, Richard Howlett, Angie Goff, Mike Gotch, Dick Wolff and Geno Humphrey (tenant co-optee).
Companies Panel	To scrutinise shareholder decisions relating to wholly Council-owned companies.	Councillors; James Fry (Chair), Tiago Corais, David Henwood, Tom Landell-Mills, Chewe Munkonge, Craig Simmons.

Current and planned review groups

Topic	Remit	Membership
No Local Connection Review Group	To review the Council's Local Connection Policy in relation to homelessness, and how services could be improved for those without a local connection.	Councillors; Nadine Bely-Summers (Chair), Shaista Aziz, Paul Harris, Richard Howlett, Tom Landell-Mills, Craig Simmons
Budget Review 2019/20	To review the 2019/20 budget proposals.	Finance Panel Membership
Tourism Management	To review how increasing tourism is being managed in the City, and new ways of improving the Oxford experience for both tourists and residents.	Councillors; Andrew Gant (Chair), James Fry, Pat Kennedy, Alex Donnelly, Paul Harris and Dick Wolff.

Indicative timings of review groups

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
No Local Connection	Evidence Gathering			Reporting					
Budget review					Scoping	Evidence Gathering	Reporting		
Tourism Management							Evidence Gathering		

SCRUTINY COMMITTEE

6 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Joint Statutory Spatial Plan (JSSP)	Yes	This report will seek agreement of CEB for a scoping document for the JSSP; a draft Statement of Community Involvement (SCI) for the JSSP; and the Local Development Scheme (LDS) for the JSSP, setting out the timetable for production of the JSSP.	Planning and Transport	Sarah Harrison, Senior Planner
Joint Statutory Spatial Plan SCI	Yes	The Statement of Community Involvement (SCI) for the Joint Statutory Spatial Plan (JSSP) will set out how consultation will take place. The SCI itself is subject to consultation. CEB will be asked for approval of this draft SCI for consultation	Planning and Transport	Sarah Harrison, Senior Planner
Air Quality Annual Status Report	No	To consider the annual air quality status report for 2017.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Performance monitoring - quarter 1	No	To consider performance against a set of corporate indicators for the period April - June.	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

13

8 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Draft Local Plan	Yes	To present the draft Local Plan following public consultation on the preferred option.	Planning and Transport	Sarah Harrison, Senior Planner
Planning and Regulatory Services - service improvement plan	No	To consider progress made over the last year and future plans for the service.	Planning and Transport	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Staff absence and wellbeing	No	To receive an update on staff absence and wellbeing.	Customer Focused Services	Paul Adams, HR Manager

6 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Impacts of the Westgate Shopping Centre	No	To consider plans for the reopening of the Westgate Shopping Centre including public transport, parking and city centre management.	Corporate Strategy and Economic Development	Ian Gray, Interim Director – Regeneration and Economy
East Oxford Community Centre - Improvement Scheme	Yes	To present an improvement scheme for the East Oxford Community Centre following public consultation.	Supporting Local Communities	Vicky Trietline, Development Project Management Surveyor
Review of Financial Inclusion Strategy	Yes	A report reviewing the first year of the three year Strategy agreed in 2017.	Supporting Local Communities	Paul Wilding, Programme Manager Revenue & Benefits
Workplace Equalities	No	To consider the annual workplace equalities report	Corporate Strategy and Economic Development	Paul Adams, HR Manager
No local connection review	No	To consider the report of the No Local Connection Review Group.	Deputy Leader (Statutory) - Leisure & Housing	Stefan Robinson, Scrutiny Officer

14

4 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Monitoring Report 2017-2018	Yes	The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.	Planning and Transport	Amanda Ford, Principal Planner
Monitoring grants allocated to Community and Voluntary Organisations 2017/18	Yes	To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	Supporting Local Communities	Julia Tomkins, Grants & External Funding Officer
Customer Services, Digital and ICT Strategy	Yes	At a time when then existing Customer, Digital and ICT strategies are due to be refreshed, we are taking the opportunity to develop a unified strategy.	Customer Focused Services	Rocco Labellarte, Chief Technology and Information Officer

Accessibility project update	No	To consider proposals for improving the accessibility of Town Hall facilities and meetings for users with disabilities.	Supporting Local Communities	David Hunt, Commercial Manager
Performance monitoring - quarter 2	No	To consider performance against a set of corporate indicators for the period July-September	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

14 JANUARY 2019 - PROVISIONAL MEETING

5 FEBRUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention and removal 2018	No	To consider the issue of graffiti including removal and preventative projects.	Safer, Greener, Environment	Liz Jones, Interim ASBIT Team Leader

5 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	Safer, Greener, Environment	Mai Jarvis, Environmental Quality Team Manager
Performance monitoring - quarter 3	No	To consider performance against a set of corporate indications for the period October-December	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

2 APRIL 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Oxford Living Wage	Yes	To consider how the Council is promoting the Oxford Living Wage to local employers and what more can be done.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive

15 MAY 2019 – NO REPORTS CURRENTLY SCHEDULED

JUNE 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Performance monitoring - quarter 4	No	To consider performance against a set of corporate indicators for the period January-March	Customer Focused Services	Jan Heath, Business Improvement & Performance Manager

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Fusion Performance	Yes	The Committee will consider quarterly performance reports from Fusion Lifestyle.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

FINANCE PANEL

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Treasury Management Performance: Annual Report and Performance 2017/18	Yes	The Treasury Management Performance Report 2017/18 is submitted twice a year: · September 2018 – the position at 31 March 2018	Deputy Leader - Finance and Asset Management	Bill Lewis, Financial Accounting Manager
Quarterly Integrated Report, Finance & Performance Q1	Yes	Quarterly Integrated Report, including, Finance, Performance Management and Risk	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Legal Services income generation	No	To consider plans to generate external income and performance against the income target for Legal Services.	Customer Focused Services	Anita Bradley, Monitoring Officer

17

6 DECEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Quarterly Integrated Report, Finance & Performance Q2	Yes	Quarterly Integrated Report for Finance, Performance and Risk	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager
Monitoring social value	Yes	To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting.	Finance, Asset Management	Nigel Kennedy, Head of Financial Services

7,8,9 JANUARY 2019 – BUDGET REVIEW MEETINGS

16 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Council Tax Reduction Scheme for 2019/20	Yes	To review the Council Tax Reduction Scheme	Leader, Economic Development and Partnership	Paul Wilding, Programme Manager Revenue & Benefits

30 JANUARY 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Capital Strategy	Yes	Capital strategy update	Finance, Asset Management	Anna Winship, Management Accountancy Manager
Council Tax Exemption Monitoring	Yes	To consider a report on the effectiveness of council tax exemption monitoring, and understand how rigorous the process is.	Customer Focused Services	Nigel Kennedy, Head of Financial Services
Quarterly Integrated Report, Finance & Performance Q3	Yes	Quarterly Integrated Report: Finance, Performance and risk	Deputy Leader - Finance and Asset Management	Anna Winship, Management Accountancy Manager

HOUSING PANEL

11 OCTOBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Local Plan housing policies	No	To consider the housing policies contained within the Council's draft Local Plan	Planning and Transport	Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services
Oxford Rent Guarantee Scheme Pilot Review	Yes	Review of the two year pilot to know if this pilot is to continue	Deputy Leader (Statutory) - Leisure and Housing	David Rundle, Private Rented Team Leader
Housing performance - quarter 1	No	To consider performance against a set of housing indicators for the period April-June.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

19

12 NOVEMBER 2018 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Severe Weather Emergency Protocol (SWEPE) Provision	Yes	To consider what provision is in place for Rough Sleepers in severe winter weather. A further update report will be considered on 4 March 2019 concerning how well SWEPE has worked for rough sleepers, and any lessons learnt and areas for improvement.	Deputy Leader (Statutory) - Leisure and Housing	Stephen Clarke, Head of Housing Services
Housing performance - quarter 2	No	To consider performance against a set of housing indicators for the period July-September	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

4 MARCH 2019 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Options for a Council Owned Letting Agency	Yes	To consider options for the establishment of a council owned letting agency.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services
Severe weather emergency protocol (SWEP) provision - update	No	To consider the SWEP provision and lessons learnt over the recent winter months.	Deputy Leader (Statutory) - Leisure and Housing	Rachel Lawrence, Rough Sleeping and Single Homelessness Manager
Housing performance - quarter 3	No	To consider performance against a set of housing indicators for the period October - December.	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services

8 APRIL 2019 - PROVISIONAL REPORTS

20

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 4	No	To consider performance against a set of housing indicators for the period January - March	Deputy Leader (Statutory) - Leisure and Housing, Housing	Stephen Clarke, Head of Housing Services
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing (expired)	Bill Graves, Landlord Services Manager

COMPANIES PANEL – NO MEETINGS CURRENTLY CONFIRMED

FORWARD PLAN

September 2018 - April 2019

CEB: 18 SEPTEMBER 2018

ITEM 3: ID: I019076	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q1 Report Status: Confirmed for this meeting
Quarterly Integrated Report, including, Finance, Performance Management and Risk	
ITEM 4: ID: I019103	CONSULTATION ON THE WOLVERCOTE NEIGHBOURHOOD PLAN Report Status: Provisional: Decision needs further consideration or information
This item to be submitted to CEB for approval that the correct documents have been submitted to meet the legal tests for the formal submission of the Wolvercote Neighbourhood Plan to go out on public consultation and then Examination.	
ITEM 5: ID: I017364	COUNCIL TAX REDUCTION SCHEME FOR 2019/20 Report Status:
To review the Council Tax Reduction Scheme	
ITEM 6: ID: I015525	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18 Report Status: Confirmed
The Treasury Management Performance Report 2017/18 is submitted twice a year:	
<ul style="list-style-type: none"> · December 2017 – the position at the 30 September 2017 (Half Year) · September 2018 – the position at 31 March 2018 (Full Year) 	
ITEM 8: ID: I019518	BLACKBIRD LEYS DEVELOPMENT Report Status: Confirmed for this meeting
To seek approval to appoint a development partner, who will work with the local community & the City Council; in order to bring forward proposals and then deliver development at Blackbird Leys.	
ITEM 9: ID: I019540	HOUSING INFRASTRUCTURE FUNDING (HIF) - OSNEY MEAD INNOVATION QUARTER Report Status: Confirmed for this meeting
To seek council approval for appropriation of £6.09m of Housing Infrastructure Funding for Osney Mead innovation Quarter (OMIQ).	

ITEM 10: ID: I019686	RE-COMMISSIONING OF HOUSING ADVISORY CONTRACT Report Status: Provisional: Decision reliant on another action or process
A report to request the City Executive Board agree the re-commissioning of an independent housing advisory service (with delegated authority to officers).	

ITEM 11: ID: I019683	JOINT STATUTORY SPATIAL PLAN (JSSP) Report Status: Provisional: Awaiting further information, advice or input.
This report will seek agreement of the City Executive Board for a scoping document for the JSSP; a draft Statement of Community Involvement (SCI) for the JSSP; and the Local Development Scheme (LDS) for the JSSP, setting out the timetable for production of the JSSP.	

ITEM 12: ID: I019749	OXFORD FLOOD ALLEVIATION SCHEME (AMENDED LAND DISPOSAL) Report Status: Confirmed for this meeting
To present for approval the updated proposed land disposals and discounts in relation to the Council's commitment of up to £1,000,000 in-kind contributions from land disposal and compensation foregone to facilitate the Oxford Flood Alleviation Scheme.	

**COUNCIL 01 OCTOBER
CEB: 16 OCTOBER 2018**

ITEM 13: ID: I014947	DRAFT LOCAL PLAN Report Status: Provisional: Awaiting further information, advice or input.
To present the draft Local Plan following public consultation on the preferred option.	

ITEM 14: ID: I017048	OXFORD RENT GUARANTEE SCHEME PILOT REVIEW Report Status: Provisional: Awaiting further information, advice or input.
Review of the two year pilot to know if this pilot is to continue	

ITEM 15: ID: I019735	INVESTMENT IN THE NATIONAL HOMELESSNESS PROPERTY FUND (NHPF) Report Status: Provisional: Decision reliant on another action or process
For CEB to note that officers have used delegated authority to invest a further £5m in the NHPF to secure access to more local accommodation for homeless households	

**COUNCIL 18 OCTOBER (SPECIAL MEETING)
CEB: 14 NOVEMBER 2018**

ITEM 16: ID: I015275	EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME Report Status: Provisional : Decision needs further consideration or information
To present an improvement scheme for the East Oxford Community Centre following public consultation.	

ITEM 17: ID: I019077	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q2 Report Status: Confirmed for this meeting
Quarterly Integrated Report for Finance, Performance and Risk	

ITEM 18: ID: I019075	REVIEW OF FINANCIAL INCLUSION STRATEGY Report Status: Confirmed for this meeting
A report reviewing the first year of the three year Strategy agreed in 2017.	

ITEM 19: ID: I019200	UPDATE ON COMMUNITY FACILITIES WHICH HAVE CONCESSIONARY RATES Report Status: Provisional: Awaiting further information, advice or input.
The Community Leases Report to CEB in June 2017 proposed that each autumn officers and members should meet with groups that have a community lease to discuss the progress and challenges they have had over the past year and the plans for the year ahead, including opportunities for external funding. This report summarises those meetings so elected members are fully updated on how these subsidies are being used.	

COUNCIL 26 NOVEMBER
CEB: 18 DECEMBER 2018

ITEM 20: ID: I019467	OXPENS LANE REDEVELOPMENT UPDATE Report Status: Confirmed for this meeting
The report is an update position on the redevelopment of the Oxpens Lane key City Centre site; the required delivery structure to take the project forward and the procurement of a preferred development partner. The City Council has formed a joint venture company, OxWED, with Nuffield College to progress the delivery of this scheme	

ITEM 21: ID: I014681	MONITORING GRANTS ALLOCATED TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/18 Report Status: Provisional
To monitor the reported achievements resulting from Community and Voluntary Grant allocations for 2017/18	

ITEM 22: ID: I019079	DRAFT CONSULTATION BUDGET 2019/20 Report Status: Confirmed for this meeting
Draft budget for consultation for 2019/20	

ITEM 23: ID: I019413	ANNUAL MONITORING REPORT 2017-2018 Report Status: Confirmed for this meeting
The AMR monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026. Performance against Core Strategy Sustainability Appraisal Targets is also assessed.	

ITEM 24: ID: I019542	CUSTOMER SERVICES, DIGITAL AND ICT STRATEGY Report Status: Provisional: Awaiting further information, advice or input.
At a time when then existing Customer, Digital and ICT strategies are due to be refreshed, we are taking the opportunity to develop a unified strategy. Underlying this is our aspiration to make it easier for our customers (residents, businesses, visitors) to engage with the Council and to continue to provide cost effective services. Alongside the customer dimension, a digital action plan will reflect how we will use	

technology to deliver quality services, better.

The ICT aspects of the strategy exist to ensure we keep up to date and 'fit for the future', making good use of technology for the benefit of our customers and the Council as a whole.

CEB: 22 JANUARY 2019

ITEM 25: ID: I019691	COUNCIL TAX REDUCTION SCHEME 2019.20 Report Status: Confirmed for this meeting
A report setting out changes to the Council Tax Reduction Scheme for 2019/20	

COUNCIL 28 JANUARY

CEB: 12 FEBRUARY 2019

ITEM 26: ID: I019081	CAPITAL STRATEGY Report Status: Confirmed for this meeting
Capital strategy update	

ITEM 27: ID: I019080	BUDGET 2019/20 Report Status: Confirmed for this meeting
Budget 2019/20	

ITEM 28: ID: I019078	QUARTERLY INTEGRATED REPORT, FINANCE & PERFORMANCE Q3 Report Status: Confirmed for this meeting
Quarterly Integrated Report: Finance, Performance and risk	

COUNCIL 13 FEBRUARY

CEB: 13 MARCH 2019

ITEM 29: ID: I015077	SUSTAINABILITY STRATEGY 2017 Report Status: CEB: Provisional: Decision needs further consideration or information Council: Provisional: Decision needs further consideration or information
The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	

CEB: 10 APRIL 2019

Up to date as at 21 August 2018

To: City Executive Board
Date: 18 September 2018
Report of: Patsy Dell
Title of Report: Oxfordshire Joint Statutory Spatial Plan Local Development Scheme and Statement of Community Involvement 2018 Scoping Document

Summary and recommendations	
Purpose of report:	To seek approval of draft project and programme documents for the Oxfordshire Joint Statutory Spatial Plan (JSSP) the preparation of which is a requirement of the Oxfordshire Housing and Growth Deal. These documents comprise: a, Draft Statement of Community Involvement 2018 b, Local Development Scheme c, JSSP Scoping Document
Key decision:	Yes
Executive Board Member:	Alex Hollingsworth, Portfolio Holder for Planning and Transport
Corporate Priority:	Relevant Corporate Plan priorities and a requirement of the Oxfordshire Housing and Growth Deal'.
Policy Framework:	none.
Recommendations: That the City Executive Board resolves to:	
<ol style="list-style-type: none"> 1. Approve the Local Development Scheme (LDS) for the JSSP presented at Appendix 1; 2. Approve the draft Statement of Community Involvement 2018 (Appendix 2) for the JSSP for a six week period of formal public consultation; 3. Approve the JSSP Scoping Document presented at Appendix 3; 4. Authorise the Head of Planning, Sustainable Development and Regulatory, after consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor and presentational changes to the draft Statement of Community Involvement 2018 before formal consultation commences; and 5. Authorise the Head of Planning, Sustainable Development and Regulatory, after consultation with the Portfolio Holder for Planning and Transport, to make any necessary minor and presentational changes to the Local Development Scheme 2018 and JSSP Scoping Document before publication. 	

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Appendices	
Appendix 1	LDS for the JSSP
Appendix 2	Draft Statement of Community Involvement for the JSSP
Appendix 3	JSSP Scoping Document
Appendix 4	Risk Assessment

Introduction and background

1. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire Joint Statutory Spatial Plan (JSSP) for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
2. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
3. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Oxfordshire County Council will support the plan preparation process.

JSSP Local Development Scheme (LDS)

4. Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires Local Planning Authorities to prepare and maintain an LDS setting out a timetable for the production of DPDs (which would include the JSSP).
5. The LDS must specify:
 - the local development documents which are to be development plan documents;
 - the subject matter and geographical area to which each development plan document is to relate;
 - which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities;
 - any matter or area in respect of which the authority has agreed (or propose to agree) to the constitution of a joint committee;
 - the timetable for the preparation and revision of the development plan documents; and
 - such other matters as are prescribed.

6. The Development Plan Documents must be prepared in accordance with the LDS and this must be demonstrated at public examinations. The LDS will be used by officers, consultees, developers, agents and the public in determining when important milestones in the production of the JSSP and key stages of consultation can be expected. Implementation of the LDS will be monitored and the LDS will be periodically reviewed if there are significant changes in circumstances.
7. The new JSSP LDS is presented in Appendix 1 for approval. This relates solely to the preparation of the JSSP for Oxfordshire, as part of the future statutory planning framework of the city. The partner Local Planning Authorities (LPAs) will also have their own individual LDSs concerned with the production of their individual Local Plans and other planning matters. The key milestones for production of the JSSP are as follows and as required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) :

Early Stakeholder Engagement	October 2018
Consultation on Preferred Strategy Options (Reg. 18)	February/March 2019
Consultation on Proposed Submission Draft Plan (Reg. 19)	October/November 2019
Submission (Reg. 22)	March 2020
Examination (Reg. 24)	September 2020 TBC
Receipt and Publication of Inspector's Report	December 2020 TBC
Adoption (Reg 26)	March 2021 (subject to examination)

8. CEB is recommended to approve the LDS.

JSSP Statement of Community Involvement (SCI)

9. The SCI is a requirement of Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). It needs to comply with statutory requirements and Government policy for plan making and consultation on planning matters. However, the Government no longer provides guidance on how to produce a SCI. It is for planning authorities to decide how they will prepare their own SCI.
10. As part of the preparation and adoption of the JSSP the Oxfordshire Authorities will be producing a number of documents, requiring consultation. It is therefore important to have an up-to-date SCI that sets out the requirements and strategy for engaging with communities and key stakeholders.
11. The draft SCI clearly sets out the key stages for preparing the JSSP and how the Oxfordshire authorities intend to inform, involve and consult stakeholders on the preparation of the plan. It will set out what is required from the partner authorities, how and when. This SCI only relates to and is specific to the production of the JSSP. The partner Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their individual Local Plans and other planning matters.
12. The SCI for the JSSP will ensure that the plan is shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.

13. The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPAs in developing the JSSP. However, they are one element of the considerations alongside other material matters such as the evidence base and the Sustainability Appraisal etc. Consultees and those engaged should recognise the multi-faceted considerations that will go towards the conclusions in the JSSP that are sent forward for Examination.
14. CEB is recommended to approve the Draft SCI for consultation. A six week period of consultation will assist in the production of a robust SCI.

JSSP Scoping Document

15. The JSSP Scoping Document is an informal document, not required by regulations, but which is a helpful project planning tool which seeks to set out the understanding between the various parties on the objectives of the JSSP and the processes that will be followed. This will form an agreed framework for the project and it will be used to inform the work programme for the plan.
16. The JSSP will provide an overall strategy for the scale and distribution of development up to 2050. It will be a strategic document which will identify future growth areas, and it is not intended that it will allocate specific sites itself. It will not contain detailed policies, as these will be covered by future Local Plan reviews as necessary. The JSSP will address the strategic and cumulative implications of growth and set out a long term framework covering the whole of Oxfordshire. A common evidence base will be developed to underpin the JSSP and future Local Plan reviews. This will include work on environmental quality and natural capital, as well as on strategic transport and other infrastructure requirements. The JSSP will take into account the commitments made in emerging and adopted Local Plans.
17. CEB is recommended to approve the JSSP Scoping Document.

Approval Processes

18. As the JSSP is a formal DPD which enables two or more local planning authorities to agree to prepare a joint Plan, it necessitates that approval of that plan and relevant stages of its production be formally agreed by all the individual partner authorities.
19. Oxford City Executive Board is one of five meetings at which the LDS, the Draft SCI and the JSSP Scoping Document will be considered during the month of September. These documents will be considered in parallel meetings at Cherwell District Council, South Oxfordshire District Council, Vale of the White Horse District Council and West Oxfordshire District Council. All meetings will be presented with the same documents and will be asked to agree the recommendations as detailed above.
20. Following that agreement the JSSP Project Team will commence consultation on the Draft SCI for a six week period in October 2018. Following this consultation period, a final SCI (amended as appropriate in response to comments received) will be reported to CEB for final approval in December.

21. The development of the JSSP under the s28 process will be overseen and informed by a sub-group of the Growth Board made up of member representatives of each of the local authorities.
22. Please note that these documents are part of the preparations that are on-going for the production of the JSSP. Approval of these documents and formal commencement of the JSSP process is subject to the delivery of the Planning Freedoms and Flexibilities that are part of the Deal with the Government. Consultation on the Draft SCI will not commence until the Government has confirmed the delivery of the 3 year land supply flexibility. The Ministry for Housing, Communities and Local Government have confirmed their intention to publish a Written Ministerial Statement granting this flexibility to Oxfordshire as soon as possible when Parliament returns in the Autumn.

Financial implications

23. As part of the Housing and Growth Deal, the government has agreed £2.5million capacity funding over three years to support the development of the JSSP. The business case will be reviewed in light of the scoping document and timescales set out in the Local Development Scheme with the intention of delivering the project within this funding envelope. Any costs over and above this would be subject to further agreement by the Oxfordshire Authorities. The revised business case will also examine future savings that will result from the JSSP and its joint evidence base to the five local planning authorities in their work on future Local Plan reviews.
24. Any work directly commissioned by Oxford City Council will be claimed back from the capacity fund held by the County Council as the Accountable Body for the deal, or from other Local Plan Authorities over and above the capacity funding.

Legal issues

25. The Council has a legal duty to produce an LDS and a SCI under sections 15 and 18 respectively of the Planning and Compulsory Purchase Act 2004 (as amended).

Level of risk

26. A Risk Register is attached as Appendix 4.

Equalities impact

27. The JSSP SCI seeks to ensure opportunities for participation in the JSSP process, including fair access for equalities groups. The way that the JSSP team consults on the preparation of the JSSP could have an impact on equalities groups who may have challenges in accessing information, such as those that do not have English as their first language or those who are unable to access the internet. Therefore, an Equalities Impact Assessment will be produced when preparing JSSP documents for each stage of consultation.

Conclusion

28. The Council and its partners are at an early stage in the production of a Statutory Spatial Plan for Oxfordshire. Once adopted the JSSP will form part of the Council's Development Plan against which formal planning decisions will be made and other local planning documents prepared. The Council has a statutory duty to prepare and maintain an LDS under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The preparation of the plan will require community and stakeholder involvement and the production of a SCI is a legal requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) to ensure compliance with statutory requirements and Government policy for plan making and consultation on planning matters.

29. These documents will not replace the Council's existing LDSs and SCIs; they will remain relevant to all other planning matters.

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Service area or department	Planning, Sustainable Development and Regulatory
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Background Papers: None

OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN DRAFT LOCAL DEVELOPMENT SCHEME AUGUST 2018

Produced by:



Supported by:



CONTENTS

Introduction - Purpose of a Local Development Scheme

Background

The Oxfordshire Joint Statutory Spatial Plan

Statement of Community Involvement

Programme for the production of the JSSP

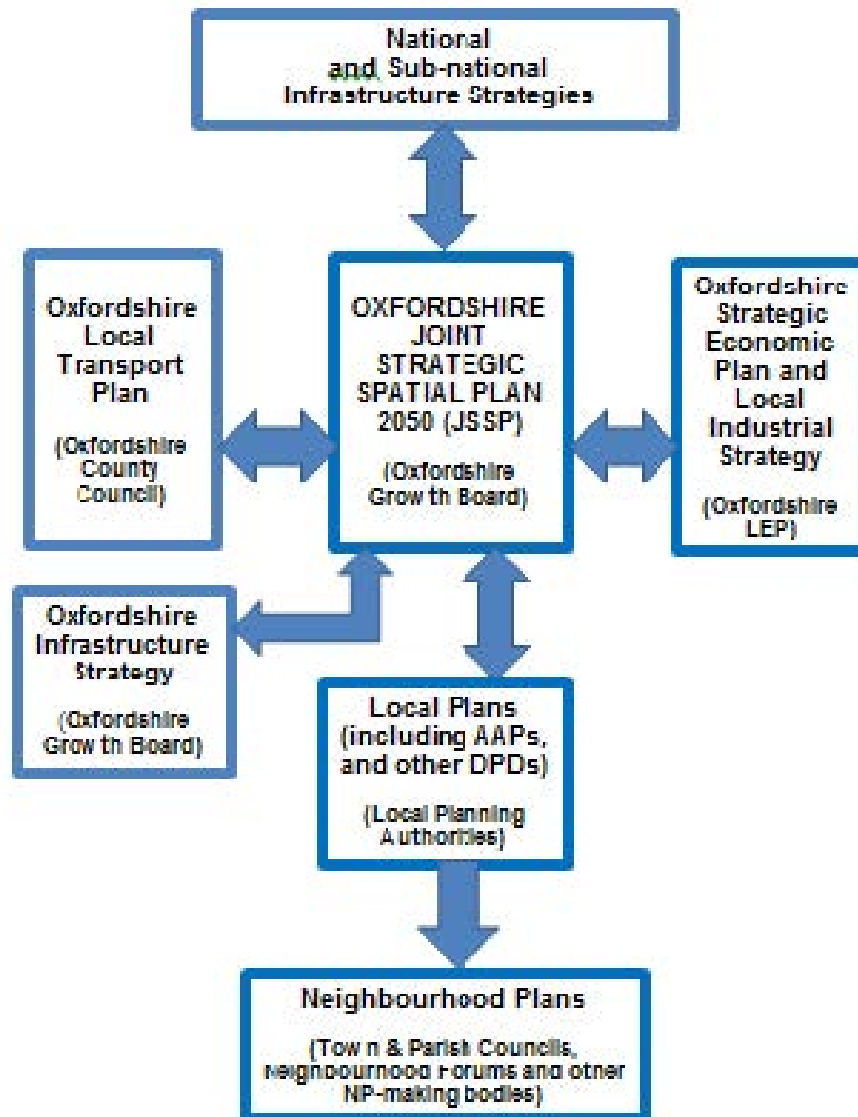
Introduction - Purpose of a Local Development Scheme

1. This is the Local Development Scheme (LDS) for the Oxfordshire Joint Statutory Spatial Plan (JSSP). It will be endorsed by the Oxfordshire Growth Board and then formally approved by the Oxfordshire District Planning Authorities.
2. The Oxfordshire authorities consider it important that stakeholders are engaged in the preparation of the JSSP; this LDS explains how the JSSP will be produced and when, so that it is clear when people will be able to get involved. It outlines the programme for completion and adoption of the Plan over the period to March 2021.
3. The LDS will be revised as necessary and rolled forward on a regular basis to take account of progress on preparation of the JSSP and monitoring.

Background

4. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire Joint Statutory Spatial Plan (JSSP) for submission by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
5. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree a joint Plan.
6. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
7. Section 15 of the Act requires local planning authorities to prepare and maintain a LDS which specifies:
 - the documents which are to be Development Plan Documents;
 - the subject matter and geographical area to which each Development Plan Document is to relate;
 - which documents are to be development plan documents
 - which Development Plan Documents are to be prepared jointly with one or more other local planning authorities;
 - any matter or area in respect of which the authorities have agreed (or propose to agree) to the constitution of a joint committee;
 - the timetable for the preparation and revision of the Development Plan Documents; and
 - such other matters as are prescribed.
8. The JSSP will set the strategic framework for the preparation of local plans in Oxfordshire; as a development plan document, on adoption it will become part of the Development Plan for each local planning authority area. In view of its importance in establishing the strategic direction of growth for the county it is appropriate that a LDS be prepared for it in its own right. This LDS is only concerned with that document.

9. The Oxfordshire Local Planning Authorities will separately each prepare and maintain a LDS for production of their own Local Plans.
10. Neighbourhood Plans produced by Town or Parish Councils or other relevant bodies, are prepared to a timescale set by each plan-making body and on adoption they become part of the statutory Development Plan. Neighbourhood plans need to be in general conformity with the strategic policies contained in the JSSP or Local plans.
11. Fig 1 below shows the relationship between the JSSP and the Local Plans and Neighbourhood Plans



The Oxfordshire Joint Statutory Spatial Plan (JSSP)

12. The JSSP will be a countywide strategic plan which integrates planning for growth and infrastructure; considering quality of life and place-making issues to secure sustainable development.

13. It will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and their distribution across the county, strategic priorities, and strategic infrastructure necessary to deliver the spatial strategy. Its preparation will include the calculation of new housing need figures based upon the methodology in the National Planning Policy Framework, and the implications of the Oxford to Cambridge Corridor. Paragraph 6 of the National Planning Policy Framework states that other statements of government policy may be material when preparing plans, such as relevant Written Ministerial Statements and endorsed recommendations of the National Infrastructure Commission. The detailed scope of the JSSP will be defined early in the process of preparation.
14. The JSSP will set the strategic planning context within which Local Plans will sit. It will link to a new 2050 Transport Vision and a new Oxfordshire Local Industrial Strategy. It will also integrate with the higher-level framework to be developed for the Oxford - Milton Keynes - Cambridge Growth Corridor.

Statement of Community Involvement

15. A Statement of Community Involvement (SCI) has been produced specifically to explain how local communities and other stakeholders will be engaged in the preparation of the JSSP.

Programme for the production JSSP

16. The programme for preparing the JSSP is set out in the schedule below, this is consistent with the timeframes specified in the Oxfordshire Housing and Growth Deal.

Title	Oxfordshire Joint Statutory Spatial Plan	
Subject Matter	The JSSP will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and their distribution across the county, strategic priorities, and strategic infrastructure necessary to deliver the spatial strategy.	
Geographical Area	Oxfordshire	
Status	Development Plan Document (DPD)	
Timetable (Dates are on or before)	Formal commencement (signing of Oxfordshire Housing & Growth Deal)	31 January 2018
	Early Stakeholder Engagement	October 2018 TBC
	Consultation on Preferred Strategy Options (Reg. 18)	February / March 2019
	Consultation on Proposed Submission Draft Plan (Reg. 19)	October / November 2019
	Submission (Reg. 22)	March 2020
	Examination (Reg. 24)	Expected September 2020 TBC
	Receipt and Publication of Inspector's Report	December 2020
	Adoption (Reg 26)	March 2021 (subject to examination)

	Notes: Examination dates and subsequent programme subject to confirmation from the Planning Inspectorate and views of Inspector.
Resources Required	A JSSP Sub Group and a specific JSSP Project Team will be established and support the process.

		2018												2019												2020												2021				
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Formal commencement (signing of Deal)	Jan 18	■																																								
Early Stakeholder Engagement	Oct 18								■																																	
Consultation on Preferred Options (Reg. 18)	Feb/March 19												■	■																												
Consultation on Proposed Submission Draft (Reg. 19)	Oct/Nov 19																					■	■																			
Submission (Reg. 22)	March 20																																									
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Adoption (Reg 26)	March 21 TBC																																									■

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OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN DRAFT STATEMENT OF COMMUNITY INVOLVEMENT AUGUST 2018

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DRAFT

Statement of Community Involvement

How the Oxfordshire Joint Statutory Spatial Plan will be prepared with Community and Stakeholder Engagement

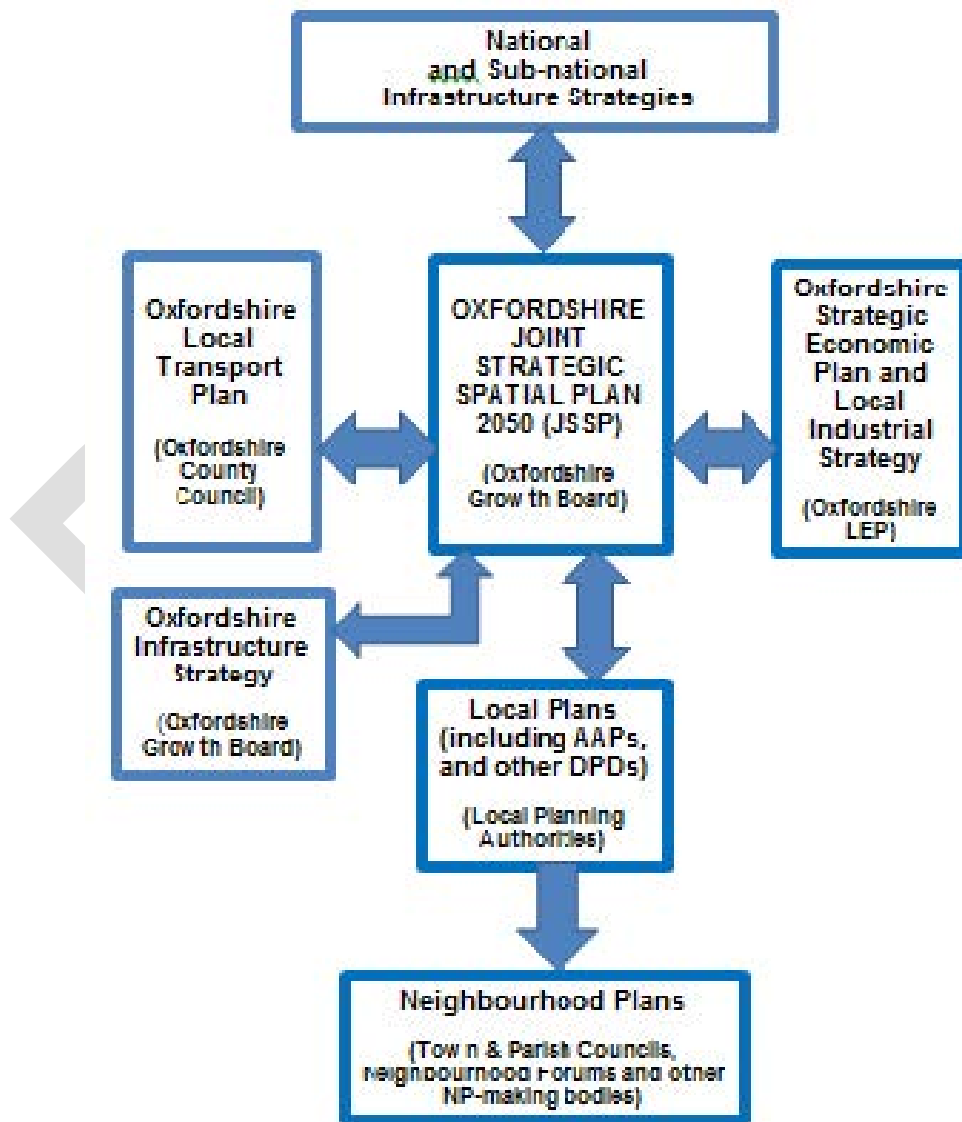
August 2018

Introduction

1. This is the Statement of Community Involvement (SCI) for the Oxfordshire Joint Statutory Spatial Plan (JSSP). It will be endorsed by the Oxfordshire Growth Board for consultation and then formally considered by the Oxfordshire District Planning Authorities in November.
2. The six Oxfordshire Councils and the Oxfordshire Local Enterprise Partnership (OXLEP) have agreed the Oxfordshire Housing and Growth Deal with Government. Under the terms of the Deal the local authorities have committed to producing an Oxfordshire JSSP for submission to the Planning Inspectorate for independent examination by 31 March 2020 and adoption by 31 March 2021, subject to examination process.
3. The JSSP will provide an Oxfordshire-wide, integrated strategic planning framework and supporting evidence base to support sustainable growth across the county to 2050, including the planned delivery of the new homes and economic development, and the anticipated supporting infrastructure needed.
4. The JSSP will be a formal Development Plan Document (DPD), prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree to prepare a joint Plan. Oxfordshire County Council will support the plan preparation process.
5. A JSSP Project Board will be established in July 2018 to guide the preparation of the JSSP. The Oxfordshire Growth Board which includes the Oxfordshire Local Enterprise Partnership (LEP) will monitor progress on the JSSP, and approve its budget, reviewing the achievement of milestones as part of an annual review.
6. The JSSP will be prepared with community and stakeholder involvement.
7. This SCI sets out how the Oxfordshire authorities intend to inform, involve and consult stakeholders on the preparation of the JSSP and when they will be engaged in the process. This SCI is specific to the production of the JSSP. The Local Planning Authorities (LPAs) will also have their own individual SCIs concerned with the production of their Local Plans.
8. This SCI will ensure that the JSSP will be shaped by early, proportionate and meaningful engagement between plan makers and communities, local organisations, businesses, infrastructure providers and statutory consultees.
9. The outcomes of the consultation processes set out in this SCI will be an important element of the considerations of the LPAs in developing the JSSP. However, they are one element of the considerations alongside other material matters such as the evidence base and the Sustainability Appraisal etc. Consultees and those engaged should recognise the multi-faceted considerations that will go towards the conclusions in the JSSP that are sent forward for Examination.

10. The JSSP will build on the current suite of adopted and emerging Local Plans that plan to between 2031 and 2036, the Oxfordshire Infrastructure Strategy (OxIS) and the Oxfordshire Local Transport Plan and will link both to a new 2050 Transport Vision and Local Industrial Strategy. The Plan will also integrate with the higher-level framework to be developed for the Oxford-Milton Keynes - Cambridge Growth Corridor.
11. The JSSP will identify the overall quantum of housing and economic growth within Oxfordshire to be planned for to 2050 and its distribution across the county, strategic priorities, and the strategic infrastructure necessary to deliver the spatial strategy. Its preparation will include the calculation of new housing need figures based upon the methodology in the National Planning Policy Framework, and the implications of the Oxford – Milton Keynes - Cambridge Growth Corridor.
12. The JSSP will be formally adopted by the individual LPAs and will provide a high-level framework for the review and roll-forward of the Local Plans and related Neighbourhood Plans. Fig.1 shows the relationship between the JSSP and other relevant plans.

Relationship between JSSP and Other Plans



Duty to Cooperate

13. LPAs, County Councils and other public organisations have a Duty to Co-operate with one another, particularly in the context of strategic cross boundary matters. The way the Oxfordshire local authorities are working together under the Duty to Cooperate to complete the JSSP is set out in an Oxfordshire-wide Statement of Common Ground.

When and how we will involve Stakeholders

14. A public-sector Equality Duty came into force on 5 April 2011. It means that public bodies must consider all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. It also requires that public bodies have due regard to the need to:
 - eliminate discrimination
 - advance equality of opportunity
 - foster good relations between different people when carrying out their activities.
15. The Town and Country Planning (Local Development) (England) Regulations 2012 identify specific and general consultation bodies that must be consulted when preparing Local Plans and Supplementary Planning Documents. Specific consultation bodies must be consulted where the proposed subject matter will be of interest to them. There is also a requirement to invite representations from such residents and persons carrying on business as considered appropriate.
16. The Oxfordshire Councils intend that all people should have the opportunity to have their say in how the county is spatially planned irrespective of their differences; including by way of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation. Research may be commissioned to understand public attitudes on relevant topics. Documents will be written in plain English. To achieve value for money and to ensure that consultation is proportionate to the issues being considered, the translation of documents into other languages will be balanced against the cost, time constraints and the available resources.
17. Relevant regulations set out the formal stages in the preparation process of the JSSP, i.e. when we must formally publish the documents for comment and for how long. This SCI reflects how these requirements will be met. Additional days will only be added where statutory Public Holidays (England) fall within the formal consultation period.
18. The early stage of plan preparation will involve engagement with specific stakeholders, prescribed bodies, partners and consultees to inform the identification of issues and options. Notwithstanding the above, engagement with specific stakeholders will be undertaken on a continuous basis to ensure options are thoroughly tested and policy preparation is robust. We may use panels or reference groups as part of this engagement.
19. A JSSP consultation database containing specific and general consultees and others that have expressed an interest to be consulted will be developed and maintained in accordance with the General Data Protection Regulation. Where consultation is required, all those on the consultation database will be consulted. When an individual or organisation makes a representation on the JSSP or its supporting documentation they will be added to the consultation database.
20. There will be opportunities to comment on the draft JSSP when it is formally published and to be involved during its examination by an independent Inspector.

21. A Sustainability Appraisal is an integral part of the plan preparation process and is required for DPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the JSSP preparation there will be a corresponding stage of the Sustainability Appraisal which will be made available for comment during public consultation.

22. Groups we will engage with during the JSSP preparation process will include:

- statutory consultees as set out in the relevant regulations, including neighbouring councils;
- local service providers and other key general consultation bodies who may have an interest in the JSSP; and
- other interested groups, businesses, developers, landowners, agents, Town Councils and Parishes, and residents who register on our consultation database.

23. Different levels and methods of community involvement will be appropriate as the JSSP progresses through the plan-making process. Table 1 sets out the key consultation stages and milestone dates in the preparation of the JSSP, together with the different groups we will involve in the plan-making process and how we propose to involve them.

Consultation stages in JSSP preparation process

Who will be involved	What are we consulting on?	How are we consulting?
Early Stakeholder Engagement – focused consultation		
Informal dialogue with targeted stakeholders - focusing on the challenges/opportunities for developing strategy options	Initial scoping of key issues and options with stakeholders	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Stakeholder meeting/workshop • Events/exhibitions • Press release
Sustainability Appraisal Scoping Report		
Consult people/organisations listed in the Regulations and others as appropriate	Consulting on SA implications of various options identified	<ul style="list-style-type: none"> • Email contact • JSSP website • LPA Websites
Call for Strategic Development Options		
Landowners, developers, agents, general public	To identify the availability, suitability and deliverability of land for strategic growth	<ul style="list-style-type: none"> • Targeted e-mail contact • JSSP website • LPA websites
Preferred strategy options Consultation (Reg.18)		
Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Events/ exhibitions • Press release

Pre-Submission Consultation (Reg. 19)		
Consult people/organisations listed in the Regulations and others as appropriate	Publish document - six weeks	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Examination		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Publish dates and programmes associated with Examination	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Consultation on Inspectors main modifications to the draft plan (if any)		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Potential main modifications to JSSP	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Publication of Inspector's Report		
Notify people/organisations listed in the Regulations and others as appropriate via Programme Officer	Only distributed for information	<ul style="list-style-type: none"> • JSSP website • Contact consultees/ organisations by email • Press release
Adoption (subject to examination)		
March 2021 - No further consultation		

Review of the SCI

24. The SCI will be updated if a review is required due to changes to:

- Legislation/national policy
- Local decisions
- Consultation methods
- Technology

How to Comment on the JSSP

25. The SCI sets out the methods we will use to engage with stakeholders and residents on the development of the JSSP. We will encourage electronic engagement as the primary portal for consultation and will encourage people to make use of the JSSP consultation portal, accessed through the JSSP website as this will set out the information we are seeking at each consultation stage, together with clear instructions on how to register comments. This will offer an easy method for response and in turn will help speed up our analysis of the comments received. We will report the comments received to each of the individual authorities as the SCI is finalised.

26. We will receive comments online or by post. A comments form will be produced at each stage of involvement. The form will be able to be used through the portal, alternatively the form or letters can be emailed to us at.

.....

or sent to:

-
27. The Councils will comply with the obligations under the General Data Protection Regulations, and the principles of the Data Protection Act, in how they manage any personal data collected through consultation processes.
 28. Upon publication of a draft plan for consultation we will also deposit one paper copy of the JSSP at each district council head office in Oxfordshire and at libraries throughout Oxfordshire.

DRAFT

Appendix 1: Consultation Bodies which may have an interest in the proposed Oxfordshire JSSP

Specific Consultation Bodies

Homes England (formerly the Homes and Communities Agency)

Environment Agency

Historic Buildings and Monuments Commission for England (known as Historic England)

Natural England

Network Rail

Highways England (formerly the Highways Agency)

Electronic communications providers

NHS Oxfordshire Trusts and Clinical Commissioning Group

Utilities – Electricity, Gas, Sewerage, Water

Neighbouring authorities:

- Aylesbury Vale District Council
- Buckinghamshire County Council
- Cotswold District Council
- Gloucestershire County Council
- Northamptonshire County Council
- Reading Borough Council
- South Northamptonshire Council
- Stratford-on-Avon District Council
- Swindon Borough Council
- Warwickshire County Council
- West Berkshire Council
- Wiltshire Council
- Wokingham Borough Council
- Wycombe District Council

Other Consultees

General Consultation Bodies

Ministry of Defence

Civil Aviation Authority

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OXFORDSHIRE JOINT STATUTORY SPATIAL PLAN SCOPING DOCUMENT AUGUST 2018

Produced by:



Supported by:



Oxfordshire Joint Strategic Spatial Plan

Scoping Document

1.0 Introduction

- 1.1 The Councils in Oxfordshire have agreed to produce a Joint Statutory Spatial Plan (JSSP), building upon the existing joint working and partnership arrangements through the Oxfordshire Housing and Growth Deal. The Oxfordshire JSSP will provide a strategic policy framework for Oxfordshire to 2050. This recognises and reinforces the commitment to the Housing and Growth Deal to deliver up to 100,000 homes over a 20 year period by 2031.
- 1.2 The JSSP will identify the number of new market and affordable homes, the level of economic growth and related infrastructure that is needed across Oxfordshire. It will then seek to place the required growth in a cohesive and sustainable spatial planning framework that will set the scene for a future round of Local Plans. This approach will allow district local planning authorities to subsequently establish detailed planning policies and site allocations at a local level.
- 1.3 The JSSP will cover the administrative county area of Oxfordshire. However, it will seek to address linkages to wider planning considerations, for example the Oxford-Milton Keynes-Cambridge Growth Corridor. This will comprise the local planning authorities of:
- Cherwell District Council
 - Oxford City Council
 - South Oxfordshire District Council
 - Vale of White Horse District Council
 - West Oxfordshire District Council
- 1.4 The JSSP will also be prepared in partnership with Oxfordshire County Council, which has a key role given its responsibilities for the delivery of key infrastructure and services such as transport and education, and the Oxfordshire Local Enterprise Partnership which is leading on the production of the Local Industrial Strategy (LIS).
- 1.5 This Scoping Document aims to:
- Determine the geographical extent of the JSSP
 - Explain the policy context within which the JSSP is proposed and parameters for the JSSP
 - Determine the plan period for the JSSP
 - Set out the timetable, key milestones and procedures of the JSSP
 - Set out the proposed structure of the JSSP
 - Explain the robust evidence base which will be required to underpin the delivery of a sound JSSP
 - Clarify the linkages to other relevant work programmes
 - Explain the governance arrangements of the JSSP project
 - Set out the importance of communications and consultation to the project
 - Set out the JSSP team structure

2.0 Geographical extent

- 2.1 The JSSP will cover the administrative area of Oxfordshire (all five constituent districts). The parties involved in the JSSP have committed to this process as they see the benefits of collectively

agreeing the level of growth, the broad spatial location of that growth and in setting aspirations for place making at a strategic level. The JSSP also offers an opportunity to formally consider the infrastructure needs collectively, to align strategies, and form part of any application for infrastructure funding through the Growth Deal or other sources.

- 2.2 Planning on an Oxfordshire-wide scale gives added benefits to the plan. Many of the issues that a plan needs to consider are better dealt with at this higher level, for example Oxfordshire is a housing market area and functional economic area, people live and work across the county, everyday life is not restricted to district administrative boundaries. Some spatial planning issues for example Green Belt, biodiversity and transport can be dealt with at a district level, but will benefit from consideration at a higher level with a consistent approach across the authorities. The JSSP will also form valuable evidence of compliance with the Duty to Co-operate.

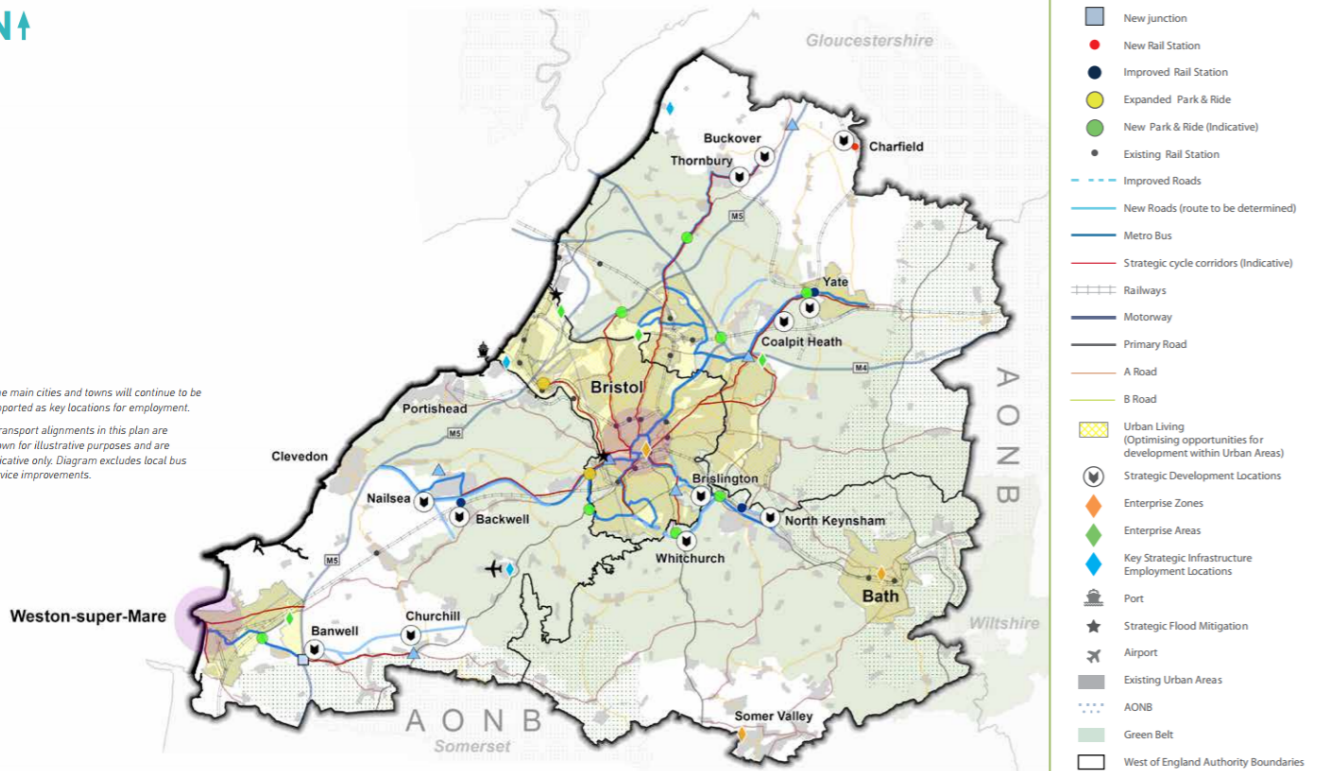
3.0 Policy context and parameters

- 3.1 Each Oxfordshire district is committed through the Oxfordshire Housing and Growth Deal to submitting a Local Plan for examination by April 2019. The districts are at different stages of Local Plan production, however each authority is well on the way to producing a Local Plan covering the period to 2031 or 2036. As stated in the Housing and Growth Deal Delivery Plan, 'The Oxfordshire authorities are committed to planning to meet the 100,000 housing requirement for Oxfordshire set out by the Oxfordshire Strategic Housing Market Assessment (SHMA) by 2031'. The Local Plans make provision for these homes and they allocate specific sites for development.
- 3.2 The JSSP will build on the foundations set by the suite of current and emerging Local Plans and look at the strategic planning issues for the period up to 2050. The JSSP will take into account the existing commitments made by this suite of plans through their site allocations as a baseline for the earliest part of the JSSP plan period.
- 3.3 The agreed Statement of Common Ground identified the following key matters for the JSSP to set out:
- An overall strategy for the pattern and scale of development in Oxfordshire to 2050
 - Identify the number of new market and affordable homes and level of economic growth needed across Oxfordshire
 - Identify an appropriate spatial strategy and strategic locations for new development based upon an understanding and appreciation of both the environmental quality and natural capital of Oxfordshire
 - Outline the strategic transport and other infrastructure that needs to be provided to support sustainable growth
- 3.4 The JSSP will be a formal Development Plan Document, prepared under Section 28 of the Planning and Compulsory Purchase Act 2004 (as amended) which enables two or more local planning authorities to agree a joint Plan. It will form part of the development plan for each of the authorities in Oxfordshire and will be used in the formulation of more detailed plans locally and in determining planning applications where appropriate.
- 3.5 The JSSP will form the framework within which subsequent Local Plans will be drafted. Subsequent Local Plans will need to be in broad conformity with the JSSP and provide a detailed application of the strategic policies which it contains.

- 3.6 All parties agree that whilst the JSSP will set out the level of growth and the strategy and broad locations for growth; the JSSP will not contain policies that cover detailed matters. This is supported by the NPPF which recognises that strategic policies should not extend to detailed matters that are more appropriately dealt with at a local level through neighbourhood plans or other non-strategic policies (paragraph 28).
- 3.7 The JSSP's strategic policies will cover the following matters:
- County wide housing requirement figures
 - Affordable housing requirements
 - Identification of strategic growth areas
 - Strategic housing trajectory
 - Gypsy, Traveller and boat dwellers, needs and distribution
 - County wide employment growth figures
 - The spatial dimension of the Local Industrial Strategy
 - Retail hierarchy
 - Green Belt strategy and policies
 - Biodiversity and natural environment
 - Placemaking and built environment
 - Health and wellbeing
 - Green infrastructure
 - Strategic environmental allocations
 - Transport strategy
 - Infrastructure strategy
 - Energy framework
- 3.8 While the JSSP will set out strategic policies on these matters future Local Plans will set out the strategic policies on other matters, and also the local policies on these and other matters.
- 3.9 The JSSP will set out the identified housing requirement for Oxfordshire and the apportionment for each Local Authority area and identify strategic growth areas for housing and economic growth within each Local Authority area, taking account of the opportunities offered by infrastructure investment, environmental constraints and economic growth forecasts (aligned with the LIS).
- 3.10 Whilst the JSSP will determine the spatial strategy and strategic growth locations it is unlikely to allocate sites. The precise level of detail that this information will be presented in will be determined through the production of the plan. However it is considered that for the JSSP to add real value to the process, to set a good framework for the Local Plans that follow, and for authorities to be able to resist speculative proposals that do not fit within the agreed strategy, the JSSP needs to go beyond global Oxfordshire figures and district based apportionments and be more specific by identifying strategic growth areas on a key diagram with associated housing / employment numbers. The following diagram is taken from the West of England Plan as one example of how this could be illustrated.



*The main cities and towns will continue to be supported as key locations for employment.
 * Transport alignments in this plan are shown for illustrative purposes and are indicative only. Diagram excludes local bus service improvements.



4.0 Plan Period

- 4.1 The Oxfordshire Housing and Growth Deal commits the JSSP to covering the period to 2050. This is a significantly longer period than is typical with a Local Plan and is important in this strategic context. It is more difficult to predict and forecast patterns and needs with certainty over an extended period and it is well accepted through examination that the level of detail and certainty of an evidence base supporting a plan will decrease over the plan period. It is considered appropriate therefore that the JSSP will address the time period in phases. For example it would seem logical to consider the period 2020-2030, then 2030-2040 and then 2040-2050 as phases of the strategy.
- 4.2 In terms of that first phase, 2020-2030, a significant amount of joint work across the Oxfordshire authorities has already taken place with a joint SHMA, Growth Board agreed apportionment of Oxford's unmet need and the post-SHMA work. All of this has fed into the current and emerging round of Local Plans. These Local Plans cover the period from 2011-2031/36. There is therefore a good deal of detail and certainty around the period to 2031/36 as plans and strategies are well advanced.
- 4.3 The next two phases of the JSSP 2030-2040 and 2040-50 will be based on a new evidence base produced specifically for the JSSP. The level of certainty around any forecasting will vary from topic to topic, but in general it is considered it will be possible to have a good level of certainty in data for the period 2030-2040 even if the level of confidence in the assessments for the period 2040-2050 is less certain. It is nonetheless vital to address the latter part of the period as a core part of the plan; it is this long-term vision where the JSSP adds real value to the traditional approach of plan making. This longer timeframe also offers the opportunity to take account of and harness the benefits that will come with long term infrastructure investment such as the Oxford-Cambridge Expressway.

5.0 Timetable, key milestones and procedures

- 5.1 The Oxfordshire Housing and Growth Deal commits the parties of the JSSP to a high level timetable for its production. The deal milestones for the JSSP are as follows:
- Joint Project Board established under Section 28 – July 2018
 - Draft JSSP published for formal consultation (Reg. 19) – 31st October 2019
 - Submission of JSSP – 31st March 2020
 - JSSP Adoption (subject to examination) – 31st March 2021
- 5.2 The procedures for developing a statutory development plan document are described in regulations. There are therefore several key interim milestones to build into this timetable. This results in a more detailed timetable for production of the JSSP which can be summarised as follows:
- Early Stakeholder Engagement – October 2018
 - Consultation on Preferred Strategy Options (Reg. 18) - February / March 2019
 - **Consultation on Proposed Submission Draft Plan (Reg. 19) - October / November 2019**
 - **Submission to the Secretary of State for examination - March 2020**
 - Examination - Expected September 2020 TBC
 - Receipt and Publication of Inspector's Report - December 2020 TBC
 - **Adoption - March 2021 (subject to examination) TBC**
- 5.3 It is important to recognise that once the JSSP has been submitted to the Secretary of State (Planning Inspectorate), the responsibility for the timetable of the examination is no longer under the control of the plan makers but determined by the appointed Inspector. As such the later milestones are estimations based on experience of these processes and are not fixed through the Growth Deal agreement.
- 5.4 As required in the regulations, a Local Development Scheme (LDS) has been drawn up to set out and make public the timeline for the production of the JSSP. Each local authority will adopt the JSSP LDS. This will be adopted in addition to their own LDS which sets out the local plans authorities will be producing.
- 5.5 Another requirement of the regulations is the production of a Statement of Community Involvement (SCI) to set out the ways in which the plan making body will involve and consult with the public and stakeholders through the project. An SCI for the JSSP has been produced and this will also be adopted by each authority and will stand alongside their own SCIs.
- 5.6 The decision making bodies for the JSSP production are the five local planning authorities (see section 9 on governance). The individual Councils will be asked to formally approve JSSP documents as follows:
- Approve LDS – September 2018
 - Approve SCI (following consultation) – December 2018
 - Approve JSSP Preferred Options Document for consultation (Reg 18) – January 2019
 - Approve Submission draft JSSP for consultation (Reg 19) and submission to SoS – September 2019
 - Adopt JSSP – March 2021 (subject to examination)
- 5.7 The JSSP timetable is ambitious and reflects the commitment of the parties involved to delivering change for Oxfordshire. In order to keep to this ambitious timetable, and underline the joint

working approach taken, the individual authorities have agreed to hold co-ordinated council meetings at the above stages. All authorities will hold the relevant meetings within the same week (as far as possible) and consider a joint report from the JSSP project team.

6.0 Proposed structure of the JSSP

- 6.1 It is anticipated that the structure of the document will comprise the following elements:
- (a) Introduction – Setting out the purpose of the document, Oxfordshire in a wider context, policy framework – the relationship of the JSSP to other documents and plans and the functional housing and economic market area.
 - (b) Spatial Portrait- setting a spatial context for the county and identifying issues and opportunities to be considered in the JSSP
 - (c) Vision and Objectives – linked to the Sustainability Appraisal and evidence base.
 - (d) Spatial Strategy - overall quantum of development for housing and employment together with strategic development locations and opportunities and the necessary strategic infrastructure to support this, including a key diagram
 - (e) Delivery and monitoring – to include phasing of development, review mechanisms, monitoring, funding arrangements etc.
- 6.2 Early work on the JSSP will focus on the vision and objectives for the plan including the vision for Oxfordshire in 2050. The early stakeholder engagement will focus on these aspects; they will also form part of the first round of formal consultation (Regulation 18 - February 2019) which will also test options for the Spatial Strategy. A clear vision is key to engaging the wider community in the project and objectives form a vital part of the Sustainability Appraisal process for the plan and will help test the effectiveness of the project.

7.0 Supporting evidence base

- 7.1 A bespoke evidence base will be required to support the JSSP. The list below gives an indication of the pieces of technical work that will be required as part of this evidence base. This list is not exhaustive; more pieces of work may become relevant or apparent as the project progresses. Some of these pieces of work already exist and can be relied on for the purposes of the JSSP with no or only minor updates. This list will be reviewed throughout the project as work progresses:
- a) Oxfordshire Local Housing Need calculation
 - b) Economic forecasting and job growth calculation
 - c) Transport strategy, assessment and modelling
 - d) Sustainability Appraisal
 - e) Habitat Regulations Assessment
 - f) Green Belt Review/Assessment
 - g) Other infrastructure assessments/update of OXIS
 - h) Flood Risk Assessment
 - i) Natural Capital Assessment (including biodiversity)
- 7.2 These studies will be collected in various ways to ensure that the evidence base is both robust and proportionate (at the appropriate level of detail), and that this is done in a cost-effective way. For example each authority already has a Strategic Flood Risk Assessment (SFRA), these are carried out to an established methodology and as such it may not be necessary to prepare a joint SFRA. However, other studies will require review and updating, and some new studies will need to be commissioned from specialist consultants. Where consultants are commissioned all draft briefs

will be reviewed and approved by officers of each district ahead of the competition process. Capacity funding from the Housing and Growth Deal is available to fund studies.

- 7.3 A Housing and Economic Land Availability Assessment is one of a number of studies which will support the development of the JSSP. The JSSP Team and the partner authorities will be running a 'Call for Sites' as part of the plan process seeking submission identifying sites and broad locations for strategic scale housing and economic development within Oxfordshire. The sites and broad locations identified by the Call for Sites will be assessed for their suitability for development and will form part of the evidence base to demonstrate the supply of development land for the period to 2050 in the Housing and Economic Land Availability Assessment.

8.0 Links to other work programmes

- **The Oxfordshire Local Industrial Strategy.** Oxfordshire has been invited by central government to develop a local industrial strategy and to build an ambitious programme for long-term economic growth that will guide a step-change in how the County thinks about economic growth and investment. It is important that the JSSP Team continue to work with the LIS Team to explore how the two workstreams can be integrated and aligned to capitalise on synergies and to support Oxfordshire's growth. This will include exploring key growth locations for Oxfordshire's development that can form part of the LIS and also discussing the key barriers and opportunities around delivering strategic sites.
- **Oxfordshire Local Transport Plan.** Oxfordshire County Council are working on a refresh of their Local Transport Plan (LTP4) that will take a fresh look at a transport vision, goals and objectives for the County. There is a need to ensure alignment between this and the JSSP to ensure that decisions are made that are correct for the County to guide its future growth.
- **Oxford to Cambridge Corridor.** Alongside the autumn budget 2017, the Government published its overarching vision for the Oxford-Cambridge Corridor as an initial response to the recommendations of the National Infrastructure Commission. The NIC identified an area that has the potential to be the UK's Silicon Valley nurturing innovative industries and promoting economic growth in the national interest also recognising that unaffordable housing is acting as a brake to economic growth. It recommended that a shared vision for the corridor is established and that work will need to plan for capturing its economic potential; place-making, including housing, cultural and community ambitions; and connectivity and infrastructure including new investments in and the opportunities presented by East West Rail and the Oxford to Cambridge Expressway. The JSSP has an essential role to play in responding positively to these recommendations and addressing these criteria and will need to contribute positively to a cross corridor vision. Highways England are now taking forward more detailed development of the Expressway proposals and have identified three potential broad corridors for its route which affect Oxfordshire in different ways. The JSSP needs to consider the current proposals and in turn the final preferred corridor when it is published in Autumn 2018 and detailed route option in 2019.

9.0 Governance arrangements

- 9.1 The JSSP is a core work stream of the Oxfordshire Growth Board as part of the Housing and Growth Deal, yet the decision making bodies for the production of a plan are the five districts as Local Planning Authorities. This section seeks sets out the emerging governance arrangements for the project.

9.2 The Growth Deal commits to the establishment of a Joint JSSP Project Board to take forward the project under Section 28 of the Planning and Compulsory Purchase Act (2004). Section 28 of the Act provides the means for more than one Local Planning Authority to jointly produce a Local Development Document (the JSSP). While formal decision making power resides with the individual Local Planning Authorities arrangements can be set up under Section 28 to help the Councils coordinate the preparation of the JSSP.

9.3 Two groups will be set up to help guide the preparation of the JSSP, a Member sub-group, made up of Elected Members, and an officer project board made up of senior officers.

9.4 *Member sub-group:*

- Made up of members from the Districts and a County observer
- Will provide political advice and input into the work of the JSSP project team
- Representatives of the Statutory Agencies will be invited to participate in meetings as the agenda requires their advice and input
- Not a decision making group but will make recommendations to the Growth Board and to the individual Local Planning Authorities
- Meet on average quarterly with flexible programme to reflect the JSSP work programme
- Meet after the Officer Project Board

9.5 *Officer Project Board:*

- Made up of the relevant Heads of Service of the District Councils, including the JSSP Project Sponsor, the Growth Deal Workstream Lead, and representatives of Oxfordshire County Council, OxLEP, MHCLG, Homes England and other relevant bodies as required.
- Meet on average quarterly with flexible programme to reflect work programme
- Meet ahead of the Member Sub Group

9.6 *Provisional work programme and meeting dates:*

- September 18 – as part of the September project launch
- November 18 – help to refine the Regulation 18 document; discuss the jobs numbers and housing numbers for the plan period
- February 19 – during Regulation 18 consultation; start exploring the spatial expression of the numbers
- May 19 – help to refine the Regulation 19 document and prepare for the consultation
- October 19 – review consultation outcomes and refine the proposed Submission Draft Plan
- February 19 review of consultation outcomes on the proposed Submission Draft Plan

9.7 The table below identifies of the invitees to the two groups that make up the JSSP Project Board:

Officer Project Board		
Partner	Officer	Responsibility
West Oxfordshire DC	Giles Hughes	Project Sponsor - Overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits. In addition same responsibilities as other Heads of Service.
Growth Deal	Deal Director	Provide direction and support for the JSSP Project Team and the link

		to the Growth Deal / Board.
Oxford City Council	Patsy Dell	Provide direction for the JSSP Project Team and the link to the corporate decision making processes of the Local Planning Authorities.
Cherwell DC	Adrian Colwell	
South Oxfordshire and Vale DCs	Adrian Duffield	
Oxfordshire County Council (Observer)	Rachel Wileman	Provide advice and observations, and coordination with wider Growth Deal activity
OxLEP (Observer)	tbc	
Homes England (Observer)	tbc	
MHCLG (Observer)	tbd	
Member Sub-group		
Partner	Member	Responsibility
Cherwell DC	Cllr Colin Clarke	Will provide political advice and input into the work of the JSSP project team.
Oxford City	Cllr Alex Hollingsworth	
South Oxfordshire DC	Cllr Will Hall Sub all con group members	Not a decision making group but will make recommendations to the Growth Board and to the individual Local Planning Authorities.
Vale of White Horse DC	Cllr Anthony Hayward Sub- all con group members	
West Oxfordshire DC	Cllr James Mills (Chair) Cllr Jeff Haine Sub Cllr Toby Morris	
Oxfordshire County Council (Observer)	Cllr Fox –Davies Sub Cllr Jeanette Matelot	

JSSP Liaison Group

- 9.8 Work on the JSSP to date has been carried out by the Interim Project Team. This group is made up of a planning officer representative from each of the partner and observing bodies and has been meeting regularly to put in place the various project management documents and arrangements required to initiate the JSSP project. This work means that the JSSP Project Team is able to start from a good position with much of the scoping, project planning, and statutory requirements well underway.
- 9.9 With the establishment of a dedicated JSSP Project Team, it is proposed that the interim team, with their well established relationships and working arrangements is retained but adapts to form a Liaison Group for the project. This group would continue meeting on a regular basis but with a changed role, advising and performing a liaison function with the constituent authorities. The table below identifies members of the liaison group.

JSSP Reference / Liaison Group		
Partner	Officer	Responsibility
Cherwell DC	Alan Munn	Members of the Liaison Group will meet regularly to provide the key link between the JSSP Project Team and the authorities. They will bring key messages from their organisations to the JSSP Project
West Oxon DC	Andrew Thompson	
South Oxon DC	Holly Jones	

Vale WH DC	Andrew Maxted	Team and provide feedback to the Project Team on proposals and plans based on discussions within their organisations. They will help develop the agenda for the Officer Project Board and Member Sub Group meetings.
Oxford City	Richard Wyatt /Rachel Nixon	
Oxfordshire CC	Amanda Jacobs	

10.0 Engagement and communication

- 10.1 It will be important to ensure that stakeholders are kept up to date with progress on the JSSP and have the opportunity to feed into the project. The SCI sets out the general approach to engagement and consultation. Formal consultation periods will be held at two key stages, Regulation 18 (February 2019) and Regulation 19 (October 2019).
- 10.2 Communications should be proactive, positive and high profile to reflect the wishes of the Board that public engagement and knowledge of the JSSP is at a high level. The project team will seek to maximise the use of digital channels for engagement, for example:
- Advertising- for example of key events
 - Social Media
 - Develop an interactive and engaging JSSP website, including a consultation portal
 - Commission highly professional video(s) to demonstrate the message on the website
 - Ensure that the opportunities on each partners website are maximised and that there is clear signposting to the JSSP website
- 10.3 The Growth Board has agreed the appointment of a JSSP communications and engagement officer to work as a key element of the JSSP project team. The communications and engagement officer will work up a strategy for these areas of work once in post.

11.0 JSSP Project Team Structure

- 11.1 The JSSP Project Team will be responsible for co-ordinating and producing the work on the JSSP. Resources will come from 3 main sources:
- Core team recruited/seconded through the Growth Deal
 - Resources from the partner bodies (more specific task related and including the input of the Liaison Group)
 - Commissioned advice/expertise from external sources
- 11.2 A dedicated team resource is to be recruited to the project who will be able to fully focus on producing the work required. This team will be managed by Rachel Williams as JSSP Workstream Lead and will be structured as follows:
- JSSP Lead – Rachel Williams
 - 4 FTE planners – at a range of scales/grades
 - 1 Apprentice Planner
 - 1 FTE Communication Officer (already agreed as part of Growth Deal budget)
 - 1 FTE Project Admin Support

Appendix 4

Risk Assessment

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls					
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner	
Unexpected delays	There is potential for unanticipated delays in document production.	Threat	Delays may be a result of a number, or combination, of factors (for example, agreement between different councils might be difficult to achieve, external agencies or consultants may be unable to fit in with timescales, issues may be more complex to understand/resolve than anticipated, or there may be a lack of resources available to complete the programme).	LDS timescales for document production are not met.	02.08.18	Head of Service	3	3					Compliance with JSSP LDS timescales will be reported in the City Council's Annual Monitoring Report.	Maintain awareness of potential causes of delay-maintain continuous contact with consultants and managers to check necessary resources are in place and work is being produced to detailed work programmes.	Ongoing throughout the lifetime of the LDS as required				
Changes to the planning system at the national level	Changes to national legislation, policy and guidance may alter the process that needs to be followed, or may mean that the focus or approach needs to be altered.	Threat	Changes to national legislation, policy and guidance by Central Government.	LDS timescales for document production may not be met. The LDS may need to be amended if additional documents need to be reviewed in order to maintain compliance with national policy.	02.08.18	Head of Service	2	4					Compliance with LDS timescales will be reported in the City Council's Annual Monitoring Report.	Maintain awareness of potential changes at the national level as they arise so that appropriate responses can be planned in advance in order to minimise negative impacts.	Ongoing throughout the lifetime of the LDS as required				
SCI becomes out-of-date	If the SCI becomes quickly out of date then a knock-on effect would be that it could potentially affect a policy document being approved by an Inspector at independent examination.	Threat	The cause of the risk is continued national changes in legislation and regulations affecting the planning system	Processes and procedures that may not fully comply with current legislation or regulations, potentially causing difficulties at examination.	02.08.18	Head of Service	2	3	2	3	2	2		Mitigation proposed is to set out many of the details in supporting guidance that can be more easily updated	When the SCI is adopted, and ongoing review thereafter				Head of Service
Appropriate resources	Consultation processes on both planning applications and planning policy documents will have budgetary implications which need to reflect the scale/nature of consultation envisaged	Threat	Expectations in relation to the level of consultation may exceed the resources which have been allocated	It would have negative implications for the reputation of the City Council and Growth Board if consultation did not match stated expectations because of budgetary constraints. Likewise there would be adverse financial consequences if spending outstripped the available budgets	02.08.18	Head of Service	3	3	3	3	3	2		Budget is available from the Growth Board for production of the JSSP within scope.	When the SCI is adopted, and annual review thereafter				Head of Service

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To: Scrutiny Committee
Date: 6th September 2018
Report of: Environmental Sustainability Manager
Title of Report: Air Quality Annual Status Report 2017

Summary and recommendations	
Purpose of report:	The Scrutiny Committee requested a report to update them on the results of the air quality annual status report for 2017
Key decision:	No
Executive Board Member:	Councillor Tom Hayes, Board Member for Safer, Greener, Environment
Corporate Priority:	Clean and Green Oxford
Policy Framework:	Air Quality Action Plan
Recommendation(s): That the Scrutiny Committee resolves to:	
1. Note and comment on the report	

Appendices	
Appendix 1	Air Quality Annual Status Report 2017

Introduction and background

1. As a local authority, Oxford City Council carries out air quality monitoring because we have a statutory duty to review local air quality in Oxford under Part IV (Sections 80 to 91) and Schedule 11 of the Environment Act 1995.
2. Air pollution is damaging to people's health and we want to ensure we know of the locations where air quality is poor, so that measures can be developed to tackle air pollution.
3. The Local Air Quality Management (LAQM) regime is the name given to the statutory process by which local authorities officially have to monitor, assess and take action to improve local air quality.

4. As part of the LAQM process local authorities are required to annually produce a report, based on a DEFRA issued template, on the status of air quality in the local authority area called an Annual Status Report

Annual Status Report 2017

5. The air quality annual status report for 2017 was published in June 2018. It summarises air quality measurements for 2017 and provides an update on actions to tackle air pollution.
6. Transport is by far the most significant source of emissions of oxides of nitrogen in the city, accounting for 75% of emissions, 17% of emissions come from commercial and residential heating, 6% from industry and 2% from energy production.
7. Air pollution has reduced significantly over the last 10 years (2007-2017). Over this time period, we have seen a 43% decline in NO₂ levels, 17% of which result from the contribution of 2017 alone.
8. The annual mean legal objective for NO₂ is 40 µg^m-³. In 2017, this objective was met for the first time since monitoring began at Oxford Centre Roadside and Oxford High Street automatic monitoring stations. Oxford Centre roadside registered an annual mean for NO₂ of 40 µg^m-³, High Street annual mean was 39 µg^m-³. The results obtained represent an average reduction of NO₂ of 18% at those sites, when compared with the results from 2016.
9. Significant decreases of NO₂ levels were observed in the city centre in 2017, the largest drops being observed along Beaumont Street, George Street, St Clements, Speedwell Street and Castle Street. In 2017, NO₂ pollution levels saw an overall reduction of 23% in the city centre when compared with the figures obtained in 2016.
10. The diffusion tube results show that the annual mean legal objective of 40 µg^m-³ for NO₂ was exceeded at only 4 of 71 monitoring locations in 2017, a reduction of 76% of the amount of sites registering exceedances, when compared with the results obtained in 2016.
11. The annual mean legal limit value for PM₁₀ is 40 µg^m-³. World Health Organisation (WHO) guidelines for PM₁₀ however recommend that the annual mean limit for this pollutant should be much lower at only 20 µg^m-³. The PM₁₀ annual mean results obtained from the two automatic monitoring stations (Oxford High Street and St Ebbe's) were of 18 µg^m-³ and 13 µg^m-³ respectively. Those figures show that both legal limit and WHO limit values were achieved in 2017 for this pollutant.
12. PM_{2.5} has a non-mandatory annual mean compliance target of 25 µg^m-³. As for PM₁₀, WHO guidelines are much stricter for this pollutant. Those recommend an annual mean limit value of 10 µg^m-³ for this pollutant. St Ebbe's recorded PM_{2.5}

annual mean of 11 $\mu\text{g m}^{-3}$ in 2017, which shows compliance with the non-mandatory target and it is 1 $\mu\text{g m}^{-3}$ above what is considered to be a safe level by current WHO Guidelines;

Actions to Improve Air Quality

13. The following are actions that Oxford City Council has undertaken since 2016 to improve air quality in the city:

- Launched an educational toolkit for primary and secondary schools in Oxford, which provides science teachers with a range of interactive activities, based both in the classroom and outdoors, to raise awareness about the causes and impacts of air pollution ([link to toolkit](#));
- Launched, a city wide anti-idling campaign in partnership with Friends of the Earth called 'Oxford Air Needs Your Care', particularly focused on tackling idling vehicles around schools during drop off and pick up times ([link to Anti-Idling campaign](#));
- Completed a feasibility study and public consultation to investigate options for the introduction of a Zero Emission Zone (ZEZ) in Oxford city centre starting in 2020, which would then be expanded so that the entire city is covered by 2035. The study was supported by Oxfordshire County Council and Oxford City Council ([link to further information](#));
- Launched the Go Ultra Low Oxford project (GULO), with the aim of increasing uptake of ultra-low emission vehicles through support for individuals and provision of enabling infrastructure ([link to website](#));
- Launched a project for the provision of 19 electric vehicle charging points for the use of hackney carriages and private hire taxis in the city. The scheme also includes a review of licensing requirements for hackney carriage vehicles, in order to drive improvements in emissions standards; an investigation of the business case for investment in ultra-low emissions taxis based on local Oxford duty-cycles; and bringing vehicle manufacturers to Oxford to showcase their vehicles and offer test drives ([link to press release](#));
- Secured £1.7million from the Clean Bus Technology fund (CBTF) for the retrofit of 5 buses to fully electric and 78 to euro VI standard, with expected NO_2 savings of 5.5 tonnes/year and a total of 27.6 tonnes over the lifetime of the project ([link to press release](#));
- Secured nearly £200,000 from the Department for Environment, Food and Rural Affairs (DEFRA) Air Quality Fund for the purchase of electric delivery vehicles and installation of charging points to address the specific issue of Covered Market deliveries, to help retailers get ready for the introduction of the world's first Zero Emission Zone, to be introduced progressively across the city centre from 2020 ([link to press release](#));

- Ran the “*Test Drive the Future*” annual event to introduce the public to a range of electric vehicles (EVs) and the financial and environmental benefits of going electric. The event provides every year an opportunity to test drive vehicles, and outlines the options for driving an electric car ‘*pay as you go*’ through one of Oxford’s car clubs ([link to press release](#));
- Developed a set of air quality stickers, to be placed in all our monitoring locations, with relevant AQ information and direct link to Oxfordshire’s air quality website, in order to improve communication around air quality with members of the public;
- Supported the ‘School’s Tackling Air Pollution’ (STOP) Project, which provides real-time NO₂ and PM₁₀ air quality monitors for installation in 6 schools;

Further Work

14. The reduction we have seen in air pollution is very good news for everyone living in or visiting Oxford as the air they breathe is now cleaner than any time in the last 10 years. However, despite these improvements there is still much that needs to be done to ensure that Oxford’s air is not just cleaner, but safe to breathe. We need to ensure that the reductions are sustained and that the levels of air pollution we see in the city are indeed safe.

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Subject to Review by DEFRA

www.oxford.gov.uk



2017 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

June 2018

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Executive Summary

Health Impacts of Air Pollution

Air pollution is currently one of the biggest environmental risks to human health. Polluted air is estimated to have been directly responsible for 6.4 million deaths worldwide¹ in 2015, a figure only superseded by the amount of early deaths caused by tobacco (7 million in the same year)¹. The Organisation for Economic Co-operation and Development (OECD)² estimates that without active control measures, by 2060 these figures can reach values between 6-9 million deaths per year.

Within the UK, poor outdoor air quality is linked to 50,000 early deaths each year¹. The most vulnerable are children, the elderly, or those with pre-existing medical conditions. Exposure to poor air quality is directly related to diseases such as cancer, asthma, stroke, heart disease, diabetes, obesity and dementia. Frequently, there is also a strong correlation with equality issues, because areas with poor air quality often coincide with less affluent areas^{3, 4}.

Air Quality in Oxford

The city of Oxford, in common with many urban areas throughout the United Kingdom, is subject to poor air quality, particularly in areas with high levels of road traffic. In the city, nitrogen dioxide (NO₂) is the pollutant of most concern, and transport is the most significant source of emissions of oxides of nitrogen (NO+NO₂), commonly called NO_x.

The process of review and assessment of air quality in Oxford has been taking place since 1999. In 2010, the whole of the city of Oxford was declared as an Air Quality Management Area (AQMA), and an Air Quality Action Plan (AQAP) was adopted by the Council in 2013. More details on the AQMA and AQAP are available here:

https://www.oxford.gov.uk/info/20216/air_quality_management/206/air_quality_management_in_oxford/2

Air quality has reduced significantly over the last 10 years (2007-2017). Over this time period, we have seen a 43% decline in NO₂ levels, 17% of which result from the contribution of 2017 alone. Significant decreases of NO₂ levels were observed in the city centre in 2017, the largest drops being observed along Beaumont Street, George

Street, St Clements, Speedwell Street and Castle Street. In 2017, NO₂ pollution levels saw an overall reduction of 23% in the city centre when compared with the figures obtained in 2016.

This means that we are now, for the first time since monitoring began, compliant with the annual mean limit values for NO₂ at all three automatic monitoring stations, including the two which are part of the Automatic Urban and Rural Network (AURN). We have generally seen significant reductions in NO₂ across the city; with only 4 locations now showing exceedances down from 17 in 2016, which represents a reduction of 76%.

From 2016 to 2017 we have seen significant reductions in NO₂ across city centre sites. Analysis, comparing result with the St Ebbe's urban background site AURN, suggest that weather and wind direction cannot explain the reduction seen from 2016-2017, hence suggesting that the reduction is due to a change in traffic emissions. The majority of streets impacted have not seen significant changes to flow or road layout which can explain this reduction. Therefore, we believe the main reason for a reduction in these streets is due to a change in fleet composition, with a significant amount of Euro VI buses coming on board in addition to the normal fleet turnover. Euro VI buses achieve an estimated 99.5% reduction in NO_x compared to EuroV, which is likely to explain part of the reduction we have seen from 2016-2017.

This is very good news for everyone living in or visiting Oxford as the air they breathe is now cleaner than any time in the last 10 years. However, despite these improvements there is still much that needs to be done to ensure that Oxford's air is not just cleaner, but safe to breathe. We need to ensure that the reductions are sustained; we have seen improvements in the past, followed by subsequent increases in NO_x levels.

The 2008 Ambient Air Quality Directive⁵ (ED/2008/50/EC) sets legally binding limits for concentrations in outdoor air for major air pollutants that impact public health such as particulate matter (PM₁₀ and PM_{2.5}) and nitrogen dioxide (NO₂), to be met before 2010. The limit values were established in 2008 and are now over 10 years old. The majority of UK cities failed to meet the objective by 2010 as required by the Directive. Significant amounts of research have been completed in the time since the air quality

directive was established which has provided further evidence of the health impacts of air pollution.

The World Health Organisation (WHO) has set guideline⁶ values for key air pollutants based on evidence of their health impacts. The recommended WHO guideline values are significantly lower for PM₁₀ and PM_{2.5} than the UK limit values. The WHO guideline value for NO₂ currently corresponds to the UK limit value of 40µgm⁻³, however both short- and long-term studies have found adverse associations at concentrations that were at or below the current UK limit values. A WHO Expert Consultation⁷ has therefore recommended that a new revised limit for NO₂ is set as soon as possible. Several studies^{8,9} suggest that there are in fact no 'safe' levels of air pollution and that governments should therefore be aiming for the lowest possible air pollution levels.

Actions to Improve Air Quality

Oxford's AQAP focusses on measures the City Council has the ability to address, but includes measures that we can influence, or work in partnership with others to deliver. Effective measures require co-operation from all sectors including transport policy and management, the Council's priorities for new developments, freight management for business and commerce, and daily choices made by every single transport user. Oxford's AQAP recognises that the City Council cannot act in isolation in order to deliver a comprehensive package of measures without engagement and delivery from a wide range of stakeholders.

The following are actions that Oxford City Council has already taken to improve air quality in the city:

- Launched an educational toolkit for primary and secondary schools in Oxford, which provides science teachers with a range of interactive activities, based both in the classroom and outdoors, to raise awareness about the causes and impacts of air pollution ([link to press release](#));
- Launched, a city wide anti-idling campaign in partnership with Friends of the Earth called 'Oxford Air Needs Your Care', particularly focused on for tackling vehicles idling around schools during drop off and pick up times ([link to Anti-Idling campaign](#));

- Completed a feasibility study and public consultation to investigate options for the introduction of a Zero Emission Zone (ZEZ) in Oxford city centre starting in 2020, which would then be expanded so that the entire city is covered by 2035. The study was supported by Oxfordshire County Council and Oxford City Council ([link to press release](#));
- Launched the Go Ultra Low Oxford project (GULO), with the aim of increasing uptake of ultra-low emission vehicles through support for individuals and provision of enabling infrastructure ([link to press release](#));
- Launched a project for the provision of 19 electric vehicle charging points for the use of hackney carriages and private hire taxis in the city. The scheme also includes a review of licensing requirements for hackney carriage vehicles, in order to drive improvements in emissions standards; an investigation of the business case for investment in ultra-low emissions taxis based on local Oxford duty-cycles; and bringing vehicle manufacturers to Oxford to showcase their vehicles and offer test drives ([link to press release](#));
- Secured £1.7million from the Clean Bus Technology fund (CBTF) for the retrofit of 5 buses to fully electric and 78 to euro VI standard, with expected NO₂ savings of 5.5 tonnes/year and a total of 27.6 tonnes over the lifetime of the project ([link to press release](#));
- Secured nearly £200,000 from the Department for Environment, Food and Rural Affairs (DEFRA) Air Quality Fund for the purchase of electric delivery vehicles and installation of charging points to address the specific issue of Covered Market deliveries, to help retailers get ready for the introduction of the world's first Zero Emission Zone, to be introduced progressively across the city centre from 2020 ([link to press release](#));
- Participated in several DEFRA webinars, including one as main speaker, where we shared our experience of introducing and implementing a Low Emission Zone for the city with DEFRA and other local authorities, to inform consideration of the most appropriate mechanism for establishing newly proposed Clean Air Zones (CAZ);
- Ran the “*Test Drive the Future*” annual event to introduce the public to a range of electric vehicles (EVs) and the financial and environmental benefits of going

electric. The event provides every year an opportunity to test drive vehicles, and outlines the options for driving an electric car *'pay as you go'* through one of Oxford's car clubs ([link to press release](#));

- Created an Air Quality steering group with members from Oxford City Council, Oxfordshire County Council and relevant Councillors with the objective of specifically address the problem of poor air quality around St Clements in Oxford ([link to press release](#));
- Developed a set of air quality stickers, to be placed in all our monitoring locations, with relevant AQ information and direct link to Oxfordshire's air quality website, in order to improve communication around air quality with members of the public;
- Launched the School's Tackling Air Pollution (STOP) Project, which provides real-time NO₂ and PM₁₀ air quality monitors for installation in 6 schools;
- Declared the whole of the city an Air Quality Management Area for NO₂;
- Developed an Air Quality Action Plan and Low Emission Strategy for the city;
- Introduced the first extensive Low Emission Zone (LEZ) outside of London. This won the prize for Local Authority Air Quality Initiative of the Year at the National Air Quality Awards 2015;
- Launched the Oxfordshire Air Quality website to make historic and real time air quality data more readily accessible to members of the public;
- Increased the number of diffusion tube monitoring locations in the city by nearly 50% from January 2015 – we now monitor air quality in 71 locations around the city;
- Launched Oxford Park and Pedal which has seen over 100 cycle parking spaces introduced at two of our park and ride sites;
- Engaged with the Oxfordshire Health Improvement Board to ensure that air quality is considered in the context of the Joint Strategic Needs Assessment (JSNA);
- Commissioned a study into options for a Delivery and Servicing Plan for the Council's city centre premises;

- Continued to seek opportunities to work in partnership with neighbouring District Councils through participation in the Oxfordshire Air Quality Group.

Conclusions and Priorities

The results of the monitoring work carried out by Oxford City Council for 2017 show the following:

- The annual mean Air Quality Strategy (AQS) objective for NO₂ is 40 µgm⁻³. In 2017, this objective was met for the first time since monitoring began at Oxford Centre Roadside and Oxford High Street automatic monitoring stations. Oxford Centre roadside registered an annual mean for NO₂ of 40 µgm⁻³, High Street annual mean was 39 µgm⁻³. The results obtained represent an average reduction of NO₂ of 18% on those sites, when compared with the results from 2016;
- The diffusion tube results show that the annual mean AQS objective of 40 µgm⁻³ for NO₂ was exceeded at only 4 of the 71 monitoring locations in 2017 - a reduction of 76% of the amount of sites registering exceedances, when compared with the results obtained in 2016;
- The AQS hourly mean objective for NO₂ is 200 µgm⁻³, with no more than 18 exceedances allowed each year. None of Oxford's automatic monitoring sites registered any exceedances of this value during 2017, matching the results that were obtained for the first time in 2016;
- 13 diffusion tube locations which have previously showed exceedances are now below the NO₂ annual mean limit value of 40 µgm⁻³. However, NO₂ levels at 5 of those locations proved to be marginally below the threshold for compliance - given the degree of uncertainty associated with the diffusion tube methodology, it is highly recommended that those results are to be treated with due care;
- None of the locations where NO₂ was measured for the first time in 2017, reported exceedances of the annual mean limit value for NO₂.

Oxford City Council

- The annual mean AQS limit value for PM₁₀ is 40 µgm⁻³. WHO guidelines for PM₁₀ however recommend that the annual mean limit for this pollutant should be much lower at only 20 µgm⁻³. The PM₁₀ annual mean results obtained from the two automatic monitoring stations (Oxford High Street and St Ebbe's) were of 18 µgm⁻³ and 13 µgm⁻³ respectively. Those figures show that both AQS and WHO limit values were achieved in 2017 for this pollutant;
- PM₁₀ may exceed the 24-hour mean limit of 50 µgm⁻³ no more than 35 times per year to meet the AQS objective. During 2017, there were only 2 exceedances to this value, both picked up at the automatic monitoring stations of High Street and St Ebbe's. Those were attributed to a trans-boundary pollution episode, and not directly to pollution emitted from the city. The AQS objective for hourly PM₁₀ was therefore met in 2017;
- PM_{2.5} has a non-mandatory AQS annual mean compliance target of 25 µgm⁻³. As for PM₁₀, WHO guidelines are much stricter for this pollutant. Those recommend an annual mean limit value of 10 µgm⁻³ for this pollutant. St Ebbe's recorded PM_{2.5} annual mean of 11 µgm⁻³ in 2017, which shows compliance with the AQS non mandatory target and it is 1 µgm⁻³ above what is considered to be a safe level by current WHO Guidelines;
- Oxford St. Ebbe's met the AQS objective for ozone in 2017.

Oxford City Council's priorities for the coming year are to:

- Continue to work in partnership with the Oxford Mobile Air Quality Measurement Group and support their OxAir project to test new monitoring technology to measure, map and analyse air pollution at a city scale, and expand the monitoring regime, where appropriate;
- Progress plans for the introduction of a ZEZ in Oxford in 2020, working in partnership with the Local Transport Authority – Oxfordshire County Council;
- Investigate specific solutions to tackling air pollution in St Clements which currently registers the highest readings of NO₂ in Oxford;

- Run anti-idling campaigns across the city in partnership with Friends of the Earth (FoE) Oxford;
- Complete 12 month trial collecting data on performance and user experience from recently installed on-street charging equipment, from volunteer EV drivers and car club members, as part of the on street charging trial;
- Report annually to the Health Improvement Board on the state of air quality across the county and what measures are being taken to improve it;
- Launch the first phase of the £1.7million CBTF project for the retrofitting of five of the city's open-top sightseeing buses to become fully electric, and the retrofitting of 78 local buses to euro VI standards, using Selective Catalytic Reduction (SCR) technology;
- Begin delivery of a £200,000 DEFRA Air Quality Grant funded project aimed at facilitating Oxford's historic Covered Market to go electric through the provision of electric charging points and electric delivery vehicles;
- Actively engage with and support schools to raise awareness of air pollution, through the schools STOP project, organisation of schools assemblies and running of anti-idling campaigns;
- Continue to improve communication with the public on air quality, review our website and ensure we provide easy access to material about air pollution;
- Continue the expansion of the City Council's fleet of electric vehicles which currently counts 17 full electric vehicles and 22 electric/diesel light commercial hybrid vehicles;
- Continue developing work for the provision of electric vehicle charging infrastructure for the use of hackney carriages and private hire taxis in the city, using £370,000 of funding awarded by the Government's Office for Low Emissions Vehicles;

How to get involved

Everyday decisions can have an impact on the air we breathe. Do you take the car when you could have cycled? Do you drive your children to school when you could have walked? We all have a huge role to play and we can all be part of the solution. Encouraging walking and cycling in the city not only has a positive impact on air quality levels, but it also has multiple other benefits, including increasing the health of wellbeing of all those who live, work and visit Oxford.

Full details of Oxford's air quality monitoring results, including real time data on pollutant levels and reference to the city's daily Air Quality Index (AQI), a metric on the daily levels of air pollution, together with recommended actions and health advice is available on the Oxfordshire Air Quality Group (OAQG) website <https://oxfordshire.air-quality.info/>

Table of Contents

Executive Summary	i
Health Impacts of Air Pollution	i
Air Quality in Oxford.....	i
Actions to Improve Air Quality	iii
Conclusions and Priorities	vii
How to get Involved	ix
1 Local Air Quality Management.....	1
2 Actions to Improve Air Quality.....	2
2.1 Air Quality Management Areas.....	2
2.2 Progress and Impact of Measures to address Air Quality in Oxford City Council	4
2.3 PM _{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations.....	22
3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance.....	25
3.1 Summary of Monitoring Undertaken	25
3.1.1 Automatic Monitoring Sites	25
3.1.2 Non-Automatic Monitoring Sites.....	25
3.2 Individual Pollutants	26
3.2.1 Nitrogen Dioxide (NO ₂).....	26
3.2.2 Particulate Matter (PM ₁₀ and PM _{2.5}).....	36
3.2.3 Ozone (O ₃)	37
Appendix A: Monitoring Results	39
Appendix B: Supporting Technical Information	55
Appendix C: Maps of monitoring locations and NO₂ levels in Oxford.....	57
Appendix D: Calendar Plots of Oxford’s NO₂ automatic monitoring	60
Appendix E: Summary of Air Quality Objectives in England.....	63
Glossary of Terms	64
References	66

List of Tables

Table 2-1– Declared Air Quality Management Areas.....	3
Table 2-2– Progress on Measures to Improve Air Quality	9
Table 3-1 - List of sites where some of the highest levels of NO ₂ reductions were observed and likely associated causes.	35

List of Figures

Figure 3-1 - Time series of hourly averaged concentrations of NO₂ (µgm⁻³) at automatic monitoring sites, 2017.....28

Figure 3-2 – Long term trends of Annual Mean NO₂ (µgm⁻³) at Oxford’s Continuous Monitoring Stations, 2003-2017.....30

Figure 3-3 – Long Term Trends in Annual Mean NO₂ (ugm⁻³) at Oxford’s diffusion tube monitoring locations, 2003-2017.....34

1 Local Air Quality Management

This report provides an overview of air quality in Oxford during 2017. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Oxford City Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Appendix E.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

AQMAs are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an AQAP within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Oxford City Council can be found in Table 2.1 below. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online on the website of the Department for Environment, Food & Rural Affairs (DEFRA): https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=193. The boundaries of the current AQMA are also available in Oxfordshire's air quality website: <https://oxfordshire.air-quality.info/>.

A map showing the locations where air quality monitoring was carried out during 2017 can be found in Appendix C. All monitoring locations are inside the city's current AQMA.

Table 2-1– Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure)		Action Plan (inc. date of publication)
						At Declaration	Now	
The City of Oxford AQMA	Declared in 2010	NO ₂ annual mean	Oxford	The whole of the administrative area of Oxford City Council	YES	78 ugm ⁻³ annual mean NO ₂ at High Street (Diffusion tube)	47 ugm ⁻³ annual mean NO ₂ at St. Clements (Diffusion tube)	Air quality Action Plan 2013-2020 http://www.oxford.gov.uk/info/20216/air_quality_management/206/air_quality_management_in_oxford/2

82 ☑ Oxford City Council confirm the information on UK-Air regarding their AQMA(s) is up to date

2.2 Progress and Impact of Measures to address Air Quality in Oxford City Council

Oxford City Council has taken forward a number of direct measures during the current reporting year of 2017 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2 below.

More detail on these measures can be found in the AQAP. Key completed measures in 2017 include:

- Engaging and briefing Oxfordshire Health Improvement Board on air quality;
- Completed a feasibility study and public consultation to investigate options for the introduction of a Zero Emission Zone (ZEM) in Oxford city centre starting in 2020, which would then be expanded so that the entire city is covered by 2035. The study was supported by Oxfordshire County Council and Oxford City Council;
- Improved air quality information with members of the public through the use of relevant information and a direct link to Oxfordshire's air quality website at all monitoring locations;
- Promoted a range of electric vehicles (EV's) at "*Test Drive the Future*" annual event to introduce the public to the financial and environmental benefits of going electric. The event provides an opportunity to test drive vehicles, and outlines the options for driving an electric car '*pay as you go*' through one of Oxford's car clubs;
- Engaged positively with DEFRA, providing Oxford City Council's views and ideas in all consultation phases of the national air quality national plans for nitrogen dioxide;
- Participated in several DEFRA's webinars, including one as main speaker, where Oxford City Council shared with DEFRA and other local authorities its own experience of introducing and implementing a Low Emission Zone for the city, to inform consideration of the most appropriate mechanism for establishing newly proposed Clean Air Zones (CAZ);
- Launched a project for the provision of 19 electric vehicle charging points for the use of hackney carriages and private hire taxis in the city. The scheme

also includes a review of licensing requirements for hackney carriage vehicles, in order to drive improvements in emissions standards; an investigation of the business case for investment in ultra-low emissions taxis based on local Oxford duty-cycles; and bringing vehicle manufacturers to Oxford to showcase their vehicles and offer test drives.

- Submitted successful bid to Clean Bus Technology fund worth £1.7million for the retrofit of 5 buses to electric and retrofit of 78 city bus with euro VI SCR technology. The measure is expected to result in NO₂ savings of 5.5 tonnes/year and a total of 27.6 tonnes over the lifetime of the project;
- Finalised procurement exercise and subsequent installation of six different EV charging infrastructure models, under the Go Ultra Low Oxford project . A 12 month trial will be undertaken during 2018 and will allow the identification of the most suitable type of EV charging technologies to be utilised and installed in Oxford. The aim is to help people who want to buy electric vehicles but are unable to as they have no means of charging it.
- Created an Air Quality steering group with officers from Oxford City Council, Oxfordshire County Council and relevant Councillors with the objective of specifically addressing the problem of poor air quality around St Clements in Oxford;
- Submitted a successful bid worth nearly £200,000 to DEFRA for the purchase of electric delivery vehicles and installation of charging points to address the specific issue of Covered Market deliveries, to help retailers get ready for the introduction of the world's first Zero Emission Zone, to be introduced progressively across the city centre from 2020;
- Development of preliminary work with Friends of the Earth with the objective of launching a city wide anti-Idling campaign, particularly focused on tackling vehicles idling around schools during drop off and pick up times;
- Development of an educational toolkit for primary and secondary schools, which provides science teachers with a range of interactive activities, based

both in the classroom and outdoors, to raise awareness about the causes and impacts of air pollution.

Progress on the following measures has been slower than expected:

- Full rollout of Schools Tackling Oxford Air Pollution (STOP) project to schools has been delayed due to supplier's personal circumstances and technical difficulties that have prevented the installation and activation of some of the air quality sensors around schools;
- Completion of Air Quality Technical Guidance for developers and planners to ensure that air quality is adequately considered in development planning and management in Oxford has been delayed due to need to take account of development of revised Local Plan.

Oxford City Council expects the following measures to be completed over the course of the next reporting year:

- Retrofitting up to 78 local buses to Euro VI standard using SCR technology and 5 to fully electric as part of the recently awarded Clean Bus Technology Fund;
- Delivery of the Initiation Phase of DEFRA's Air Quality Grant funded project aimed at facilitating Oxford's historic Covered Market to go electric through the provision of electric charging points and electric delivery vehicles in order to prepare retailers for the introduction of a ZEZ;
- Progress plans to introduce a Zero Emission Zone in Oxford
- Publication of Air Quality Technical Guidance for developers and planners to ensure that air quality is adequately considered in development planning and management in Oxford;
- Ensure that Air Quality is considered fully in the upcoming Oxford Local Plan, by creating air quality policies that are able to effectively respond to the city's air quality problems in the future;
- Continue to work together with the Oxford Mobile Air Quality Measurement Group project OxAir on the characterisation of new innovative NO₂ sensors for use across a range of projects and in citizen science;

- Finish the 12 month trial testing different on-street charging equipment, as part of Go Ultra Low Oxford, and start planning for the roll out phase of the 100 EV on street chargers. The project will allow the identification of the most suitable type of EV charging technology to be used and installed in Oxford;
- Continue engagement with teachers and students/pupils through the delivery of school assemblies on air quality. Continue provision of support to schools to allow implementation of air quality activities included in the recently launched air quality toolkit;
- Installation of the first two electric vehicle charging points for taxis during the course of 2018, as part of the £500,000 fund awarded from OLEV.

Oxford City Council's priorities for the coming year are:

- Progress plans for the introduction of a Zero Emission Zone in Oxford in 2020, working in partnership with the Local Transport Authority – Oxfordshire County Council;
- Complete 12 month trial collecting data on performance and user experience from recently installed on-street charging equipment from volunteer EV drivers and car club members as part of the Go Ultra Low Project;
- Installation of the first two electric vehicle charging points for taxis during the course of 2018, as part of the £500,000 fund awarded from OLEV;
- Completion of Air Quality Technical Guidance for developers and planners to ensure that air quality is adequately considered in development planning and management in Oxford;
- Finalise and deliver the £1.7million Clean Bus Technology Fund project aimed at retrofitting 78 buses, from euro V to euro VI using SCR technology, and retrofitting of 5 buses to fully electric.
- Finalise and deliver the project funded by DEFRA for the purchase of electric delivery vehicles and installation of charging points to address the specific issue of Covered Market deliveries, to help retailers get ready for the introduction of the world's first zero emission zone, to be introduced progressively across the city centre from 2020;

- Continue to provide full support to the primary and secondary school community in Oxford, delivering anti-idling campaigns, and providing assistance to teachers in the implementation of citizen science AQ activities developed in the recently released AQ toolkit.

Whilst the measures stated above and in Table 2.2 will help to contribute towards compliance, Oxford City Council considers that much more still needs to be done, and therefore anticipates that further additional measures not yet prescribed will be required in subsequent years to achieve compliance and enable the full revocation of the City of Oxford's AQMA.

Table 2-2– Progress on Measures to Improve Air Quality

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
1	Manage bus emissions through the implementation of the Low Emission Zone	Promoting Low Emission Transport	Low Emission Zone (LEZ)	OCC	Complete	On-going	All local bus services within the streets affected must be operated exclusively by buses whose engines meet the Euro V emission standard	N/A	The Low Emission zone has been implemented	Completed	Zone successfully introduced in 2014
2	Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP	Promoting Low Emission Transport	Other	OCC/ Oxfordshire County Council	Complete	Complete	Oxford Transport Strategy includes measures that support delivery of the AQAP	N/A	<p>The Oxford Transport Strategy has been published and includes measures which support the targets of the AQAP</p> <p><u>Oxfordshire County measures in 2017:</u></p> <ul style="list-style-type: none"> - Design and feasibility studies for corridor improvements to create segregated cycling, bus priority and new pavements for 7 major corridors coming into the city - Demand management (assess the possibility of introducing a congestion charge and work place parking levy) - Project Cities-4-People: Seeking to transform mobility design – aims to provide new ways to create innovative, sustainable and targeted mobility solutions by placing citizens at the centre of the development process. 	On-going	

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
3	Support walking and cycling strategies within the LTP to ensure they assist delivery of the AQAP objectives	Promoting Travel Alternatives	Promotion of Cycling	OCC/Oxfordshire County Council	Complete	Complete	Walking and Cycling strategies include measures that support delivery of the AQAP	N/A	The Active Healthy Travel Strategy has been published and includes measures to support the targets of the AQAP, various schemes around the city, new cycle assess to Headington, riverside routes, etc. Publication in 2017 of the code of conduct for dock less bike sharing operators, which lays down the process for introducing and operating dock less bike sharing schemes in Oxford as well as the core responsibilities of the operators.	On-going	
68 4	Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions	Alternatives to private vehicle use	Bus based Park & Ride	OCC/Oxfordshire County Council	Complete	On-going	Bus and Park & Ride strategies include measures that support delivery of the AQAP	N/A	The Bus Strategy has been published and includes measures to support the targets of the AQAP. There have also been city centre bus improvements – including Queen Street (walking, cycling, bus), improvements on the A40 -A44 strategic link road (traffic management and priority to busses at Hinksey Hill	On-going	Zero Emission Zone plans currently being progressed. On-going studies include: work place parking and access restrictions.
5	Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city	Promoting travel Alternatives	Workplace Travel Planning	OCC	On-going	Started	Travel Plans adopted by organisations in the city	N/A	OCC currently requires the submission of a travel plan for all the major developments in the city The county is also working on several projects related with integrated mobility: Zipp.to – multimodal journey planner: a journey planner that integrated private car, bike (including dock less), trains, buses and even flight information, with live updates, weather information and personalised mobility options	On-going	

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
6	Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ	Vehicle Fleet Efficiency	Promoting Low Emission Transport	OCC	Complete	On-going	Amount of city fleet buses retrofitted with SCR – Euro 6 technology	The estimated NO ₂ savings are 5.5 tonnes/year and a total of 27.6 tonnes over the lifetime of the project	Continue to work with bus companies to reduce their emissions and explore ways of compliance with ZEZ. Oxford City Council was recently awarded with £1.7million from the Clean Bus Technology Fund, for the retrofitting of 78 city buses to EURO 6 and other 5 to become fully electric. The retrofitting will be carried out on a rolling basis until April 2019.	On-going	The successful bid was only possible due to a joint working between Oxford City Council, Oxford Bus Company, Stagecoach and City Sightseeing Oxford

06

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
91	Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure	Promoting Low Emission Transport	Procuring alternative refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	OCC/Oxfordshire County Council	On-going	On-going	Charging infrastructure installed	N/A	<p>Go Ultra Low project: Infrastructure trial phase will continue during 2018 to assess the best technology to provide electric car charging for people who have to park their car on the street.</p> <p>Work being developed between OCC and COLTA (City of Oxford Licensed Taxicab Association) for the introduction of EV infrastructure for Hackneys and private hire. First 7 charging points expected to be installed during 2018</p> <p>Recent successful bid of £200,000 from DEFRA air quality Grant for the provision of EV infrastructure and EV fleet to the city's covered market</p> <p>Oxfordshire county council also launched in 2017:</p> <p><u>V2go project</u> – that will look at the role that electric delivery fleet vehicles could play in strengthening Oxford's power grid</p> <p><u>HelloEV project</u> – funded by the European investment bank, will do a comprehensive planning, market analysis and in-depth business case development that will enable a large scale deployment of EV's in Oxfordshire – Oxford City council has been providing fleet data and support to the project that will help drive costs for vehicles and chargers down</p>	On-going	<p>The remaining 12 taxi charging points are expected to be installed in 2019.</p> <p>The scheme also includes a review of licensing requirements for hackney carriage vehicles, in order to drive improvements in emissions standards; an investigation of the business case for investment in ultra-low emissions taxis based on local Oxford duty-cycles; and bringing vehicle manufacturers to Oxford to showcase their vehicles and offer test drives.</p>

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
8 92	Investigate the feasibility of developing infrastructure to support emerging low or zero emission vehicle technologies, such as hydrogen cells	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	Oxfordshire County Council, OCC	On-going	Not commenced	TBC	N/A	<p>Feasibility study conducted by Oxfordshire County Council looking at the cost and practicality of installing a Hydrogen refuelling station at Oxford Parkway - Park and Ride.</p> <p>Using £800,000 worth of grant funding won through the Go Ultra Low City Scheme to roll out EV charging solutions for properties without dedicated parking spaces; Using £500,000 worth of grant funding from the Office for Low Emission Vehicles Taxi Scheme to facilitate the installation of electric charging infrastructure to encourage the uptake of electric taxis.</p>	On-going	<p>Feasibility study Provided a good idea about the complexity and costs of deployment of hydrogen. Not many consumers available as the costs are still too high. EV charging project on-going</p> <p>Achieved in 2017:</p> <p>Recent successful bid of £200,000 from DEFRA air quality Grant to enable the provision of EV infrastructure and EV fleet to the city's covered market</p> <p>Launching of Oxfordshire Hydrogen Hub, in preparation for ZEZ</p>
9	Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the council's electric vehicle car-pool	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	OCC	Complete	On-going	Number of electric vehicles in Council's fleet	N/A	<p>The number of electric pool vehicles in Oxford City Council's fleet continues to increase. Opportunities to replace conventionally fuelled vehicles with electric vehicles are assessed on a case by case basis.</p> <p>Oxfordshire county council is also starting to look at converting some of its fleet to electric through procurement</p>	On-going	

Oxford City Council

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
10	Promote the development of low and zero emission car clubs schemes in the city	Alternatives to private vehicle use	Car Clubs	OCC	Complete	On-going	Number of low/zero emission car club vehicles available in the city	N/A	We have been working with car club providers to promote the provision of zero emission vehicles in the city as part of the GULO project	On-going	
11	Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	OCC	Complete	On-going	Number of low/zero emission vehicles in LCO Pathfinder fleets	N/A	A number of Low Carbon Oxford Pathfinder events were held to bring together key organisations, to increase awareness of the impacts of business related travel and transport on the environment and human health	On-going	ZEZ effect is expected to accelerate this measure
12	Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi companies	Public information	Via the internet	OCC	On-going	On-going	TBC	N/A	<u>Oxfordshire County Council is currently working on the following projects:</u> <u>CATCH!</u> – integrates software into a journey planner, which provides crowd-sourced information on travel (e.g. congestion, train delays etc.), increasing the tool's potential to influence travel behaviour <u>CASPAR</u> – aims to improve end to end journey for drivers in Oxfordshire by providing real-time information regarding the availability of blue badge parking spaces	On-going	
13	Explore the impact of alternative and low emission transport on air quality in Oxford	Promoting Low Emission Transport	Company Vehicle Procurement – Prioritising uptake on low emission vehicles	OCC	On-going	On-going	Feasibility study report	N/A	A feasibility study for a possible zero emission zone has been undertaken by Oxford City Council and Oxfordshire County Council	On-going	ZEZ feasibility study provided good level of information with regards to expected NOx / PM emissions savings, and impacts on people's health with the implementation of a ZEZ

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
14	Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We also need to consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes	Freight and Delivery Management	Other	OCC	Complete	On-going	TBC	N/A	<p>Report has been completed and published https://www.oxford.gov.uk/info/20216/air_quality/management/977/reducing_freight_emissions</p> <p>We continue to consider how we can carry out mini consolidation across our own organisation.</p> <p><u>Achieved in 2017:</u></p> <p>Recent successful bid of £200,000 from DEFRA air quality Grant for the provision of EV infrastructure and EV fleet to the city's covered market</p>	On-going	Freight and consolidation study identified issues with viability for major consolidation. However, the ZEZ feasibility study recommended the introduction of local parcel consolidation centres as a supported measure for ZEZ implementation
15	Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city	Freight and Delivery Management	Freight Partnerships for city centre deliveries	OCC	On-going	Not commenced	TBC	N/A	This measure has not been progressed to date	N/A	Delivery of ZEZ has superseded this measure.

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
16	Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation	Freight and Delivery Management	Delivery and Service Plans	OCC	Not commenced	Not commenced	TBC	N/A	Development of service and delivery plan for own sites being investigated	On-going	At the moment this is being managed through the planning process
17	Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Complete	On-going	Air Quality Assessments undertaken for all major development in the city	N/A	Air Quality Assessments are required for all new development classified as 'major'. OCC is also developing a Technical Advisory Note for developers and planners, setting out our approach to consideration of air quality in the planning process. We are also ensuring that air quality is considered fully during the development of the Oxford Local Plan.	On-going	

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
18	Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities.	Policy Guidance and Development Control	Low emissions strategy	OCC	On-going	On-going	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process	Dec 2019	
19	Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements.	Policy Guidance and Development Control	Low Emissions Strategy	OCC	On-going	Not Commenced	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process	Dec 2019	

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
20	Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Complete	On-going	EV charging points installed at all new major developments	N/A	Currently happening through DM process. The Oxford Local Plan is currently under review and further stretching targets are being sought as part of this process. This measure will be further progressed through that process	On-going	A condition is already being imposed through the planning process requiring the installation of EV charging points for commercial and residential spaces
21	We will encourage the development of voluntary area-wide travel plans for existing developments through the Community Action Groups	Promoting Travel Alternatives	Other	OCC	On-going	Not commenced	TBC	N/A		TBC	
22	Promote the development of car clubs within new developments	Alternatives to private vehicle use	Car Clubs	OCC	On-going	On-going	Number of car clubs in new developments	N/A	Where appropriate, car clubs are considered as part of mitigation measures for air quality impacts in major developments	On-going	10 Electric Car Clubs will be launched as part of GULO project
23	Development of low emission vehicle hierarchy to guide the procurement of vehicles within our fleet	Promoting Low emission Transport	Company Vehicle Procurement – Prioritising uptake of low emission vehicles	OCC	On-going	Not commenced	Number of low emission vehicles within Council fleet	N/A	Formal hierarchy not adopted but opportunities for EV is considered when vehicles are replaced.	TBC	

Oxford City Council

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
24	Continue to assess our fleet operations in terms of mileage management and efficient routing of vehicle movements	Vehicle Fleet Efficiency	Driver training and ECO driving aids	OCC	Complete	On-going	N/A	N/A	Route and mileage management are integrated into business as usual for the fleet	On-going	Recent Installation of a box on every fleet vehicle that lists an assessment for alternative fuel which covers eco improvements
25	Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSP) for key Council sites such as Town Hall	Freight and Delivery Management	Delivery and Service Plans	OCC	Complete	On-going	An adopted DSP is in place for the Council's city centre locations	N/A	A report outlining options for a DSP for city centre Council sites has been prepared and consideration of the options and implementation is on-going	On-going	
26	Roll out Eco-driving training for our staff	Vehicle Fleet Efficiency	Driver training and ECO driving aids	OCC	Complete	On-going	Eco-driving training in place for staff	N/A	Eco-driving training is now in place for staff	On-going	
27	Seek to develop a sub-regional approach to air quality monitoring and action planning, working closely with our County and District Colleagues, through engagement with the Oxfordshire Air Quality Partnership	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	OCC	Complete	On-going	Attendance at the Oxfordshire Air Quality Group	N/A	Engagement with neighbouring District Councils has been developed through the participation in the Oxfordshire Air Quality Group	On-going	

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
28	Consider the benefit of including wider stakeholders such as transport providers, public health organisations and research and consulting expertise	Policy Guidance and Development Control	Regional Groups Coordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	OCC	Complete	On-going	Regular updates on air quality provided to the Health improvement Board	N/A	Engagement with the Health Improvement Board	On-going	We are also working together with the Mobile Air Quality Measurement group and members of the university on the characterisation of new innovative NO ₂ sensors for use across a range of projects and citizen science
66 29	Improve communication to increase the public's understanding of the main sources and health effects of air pollution emissions	Public information	Via the internet	OCC	Complete	On-going	County wide Oxfordshire Air Quality Group website launched	N/A	The Oxfordshire Air Quality Group website (http://oxfordshire.air-quality.info/) was launched in October 2015. As well as providing real time and historic monitoring data, the website provides information on the health impacts of air quality and a 'Children's Area'	On-going	Oxford City Council has recently launched, in partnership with friends of the earth a city wide anti-idling campaign to reduce unnecessary emissions from stationary vehicles

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
30	Work with the district and County Councils in Oxfordshire to provide a co-ordinated approach to public awareness and education	Public Information	Other	OCC	On-going	On-going	Total amount of available sensors installed at schools, air quality stickers installed at all the monitoring sites linking with the AQ website, anti-idling campaign idling surveys	N/A	<p>STOP Project (air quality sensors installed at 6 schools in Oxford)</p> <p>Oxford City Council has developed an air quality sticker with an R code with direct link with Oxfordshire's AQ website. The sticker has been installed at every AQ monitoring location in the city, in order to provide more information to the public about air pollution.</p> <p>Oxford City Council has also recently launched air quality toolkit to be used by students and pupils with AQ science citizen activities to raise awareness and educate on air quality.</p> <p>Development of an Anti-Idling campaign for Oxford in March 2018 together with local Friends of the Earth.</p>	On-going	AQ toolkit is part of a wider engagement project (STOP project) with Oxford's schools

100

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16¹⁰ (Chapter 7), local authorities (LAs) are expected to work towards reducing emissions and/or concentrations of PM_{2.5} (particulate matter with an aerodynamic diameter of 2.5 µm or less). There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Oxford City Council measures PM_{2.5} at St Ebbe's urban background site. In 2017 the annual mean concentration was 11 µgm⁻³. Oxford City Council considers that many of the measures designed to reduce levels of nitrogen dioxide set out in the AQAP will also contribute to reducing levels of PM_{2.5}. Oxford City Council considers that the following existing measures contained in the AQAP will contribute to reducing levels of PM_{2.5}:

1. Manage bus emissions through the implementation of the Low Emission Zone;
2. Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP;
3. Support walking and cycling strategies within the Local Transport Plan (LTP) to ensure they assist delivery of the AQAP objectives;
4. Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions;
5. Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city;
6. Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ;
7. Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure;
8. Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the Council's electric vehicle car-pools;

9. Promote the development of low and zero emission car clubs schemes in the city;
10. Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets;
11. Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi companies;
12. Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We will also consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes;
13. Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city;
14. Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation;
15. Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions;
16. Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities;
17. Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements;
18. Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points;

19. Develop a low emission vehicle hierarchy to guide the procurement of vehicles within our fleet;
20. Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSPs) for key Council sites such as Town Hall.
21. Roll out eco-driving training for our staff;
22. Redevelopment of the entire delivery system of the city's heritage site covered market for it to be emission free, through the introduction of EV infrastructure and an EV fleet to be used by market retailers for their deliveries within the city.

In addition we have continued to seek opportunities to engage with Public Health colleagues on air quality, presenting annual updates on air quality to the Oxfordshire Health Improvement Board, which links in to the Public Health Outcome Framework PM_{2.5} indicator. We are working in partnership with Oxfordshire County Council on the introduction of a Zero Emission Zone in the city centre. The introduction of a Zero Emission Zone is expected to contribute to the reduction of PM_{2.5} emissions.

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

Oxford City Council undertook automatic (continuous) monitoring of Nitrogen Oxides (NO_x) at 3 sites, Particulate Matter (PM₁₀ and PM_{2.5}) at 2 sites and Ozone (O₃) at one site in 2017. Non-automatic (passive) monitoring of Nitrogen Dioxide (NO₂) was carried out at 71 sites in 2017.

A map showing the location of the air quality monitoring (continuous and passive) that has been conducted in 2017 can be found in appendix C. Maps covering the historic locations of air quality monitoring locations are provided on the Oxfordshire Air Quality Group website (<https://oxfordshire.air-quality.info/>). Further details on Quality Assurance/Quality Control (QA/QC), how the monitors are calibrated, how the data has been adjusted and the bias adjustment factor used for the diffusion tubes are included in Appendix B.

3.1.1 Automatic Monitoring Sites

This section sets out what monitoring has taken place and how it compares with objectives.

Oxford City Council undertook automatic (continuous) monitoring at 3 sites during 2017. Table A.1 in Appendix A shows the details of the sites. National monitoring results of those sites are available at <https://uk-air.defra.gov.uk/> and <http://www.airqualityengland.co.uk/>.

3.1.2 Non-Automatic Monitoring Sites

We undertook non-automatic (passive) monitoring of NO₂ at 71 sites in 2017. Table A.2 in Appendix A shows the details of those sites.

For the purposes of deciding which locations to monitor, the City Council considers in the first instance locations where there is relevant public exposure. It is important that assessments focus on locations where members of the public are likely to be regularly present for a period of time appropriate to the averaging period of the

objective. Monitoring is carried out in line with DEFRA's Technical Guidance LAQM.TG (16)¹¹.

Approximately half of the monitoring locations are within central Oxford at locations where we believe relevant exposure is most likely to be significant. The remaining locations are outside of the central area, again prioritised by locations where relevant exposure is most likely.

Monitoring of NO₂ cannot be undertaken at every location on a continuous basis. The City Council therefore makes the most efficient use of available resources by implementing a rotational system on a percentage of monitoring sites every year, ensuring such sites are covered on average every 2 to 3 years.

One important aspect of monitoring is to be able to demonstrate trends in air quality over long time periods. In order to do so, the City Council continues monitoring at a number of the same sites year on year, so that the results reported can provide a strong basis for showing trends that are independent of location.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are ratified, and, where relevant, adjusted for “*annualisation*” and bias. Further details on adjustments are provided in Appendix B. Details of the UK air quality objectives for protection of human health for comparison with the 2017 monitoring results can be found in Appendix E.

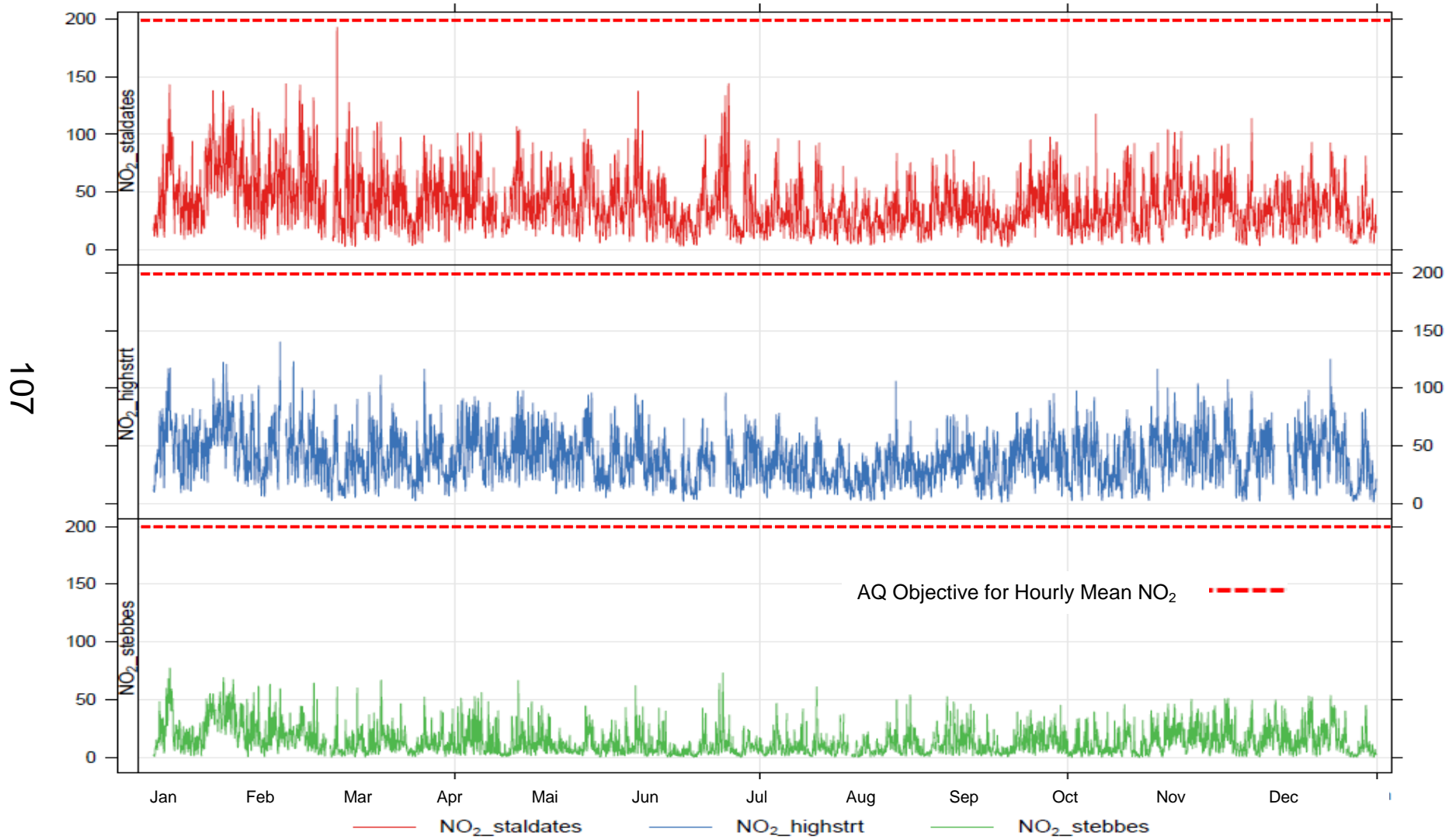
3.2.1 Nitrogen Dioxide (NO₂)

Combustion processes emit a mixture of nitrogen oxides – NO and NO₂ - collectively termed NO_x.

- NO is described as a primary pollutant (meaning it is directly emitted from source). NO is not known to have any harmful effects on human health at ambient concentrations. However, it undergoes oxidation in the atmosphere to form the secondary pollutant NO₂.
- NO₂ has a primary (directly emitted) component and a secondary component, formed by oxidation of NO. NO₂ is a respiratory irritant and is toxic at high concentrations. It is also involved in the formation of photochemical smog and acid rain and may cause damage to crops and vegetation.

NO₂ data has been monitored by the use of automatic continuous monitors and passive monitoring (diffusion tubes) in 2017. The time series of hourly averaged concentrations of NO₂ for the 3 automatic monitoring sites is shown in Figure 3.1. The results are expressed in µgm⁻³.

Figure 3-1 - Time series of hourly averaged concentrations of NO₂ (µgm⁻³) at automatic monitoring sites, 2017.



107

The AQS objective for hourly mean NO₂ concentration is 200 µgm⁻³, and may be exceeded up to 18 times per calendar year. Figure 3.1 shows that during 2017 there were no recorded hourly mean NO₂ measurements exceeding 200 µgm⁻³. The highest hourly mean NO₂ measured in 2017 was of 193 µgm⁻³ and was registered on the 24th February at 19:00 at Oxford Centre Roadside (St Aldates). Table A.4 in Appendix A summarises the NO₂ hourly mean exceedances of the 200 µgm⁻³ hourly air quality objective reported in Oxford over the past 5 years.

The threshold of the “*Moderate*” air quality band as set out by DEFRA for the NO₂ hourly mean ranges from 201 to 400 µgm⁻³. NO₂ levels at all 3 sites were recorded within the DEFRA “*Low*” band for the whole year. The AQS hourly objective for NO₂ was therefore met in 2017.

The annual mean AQS objective for NO₂ is 40 µgm⁻³. In 2017, Oxford High Street’s annual mean for NO₂ was 39 µgm⁻³ and Oxford Centre Roadside 40 µgm⁻³. At St Ebbe’s, the NO₂ annual mean was 14 µgm⁻³. This objective was met for the first time at all the automatic monitoring stations in Oxford in 2017.

From 2016 to 2017 we have seen significant reductions in NO₂ across city centre sites. Analysis, comparing result with the St Ebbe’s Urban Background site AURN, suggest that weather and wind direction cannot explain the reduction seen from 2016-2017, hence suggesting that the reduction is due to a change in traffic emissions. The streets have not seen significant changes to flow or road layout which can explain this reduction.

The major change in these streets has been the upgrade of buses to Euro VI. This upgrade has taken place from late 2014, majority coming on board in mid-late 2016 and is on-going, with the fleet euro standard split now Euro V 61% and Euro VI 39%. Euro VI buses achieve an estimated 99.5% reduction in NO_x compared to Euro V, which is likely to explain the reduction we have seen from 2016-2017.

Table A.3 in Appendix A compares the ratified monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40 µgm⁻³.

Figure 3.2 (below) shows the 14 year long term trend for levels of measured NO₂ at continuous monitoring stations. The results are expressed in µgm⁻³.

Figure 3-2 – Long term trends of Annual Mean NO₂ (µg^m⁻³) at Oxford’s Continuous Monitoring Stations, 2003-2017.

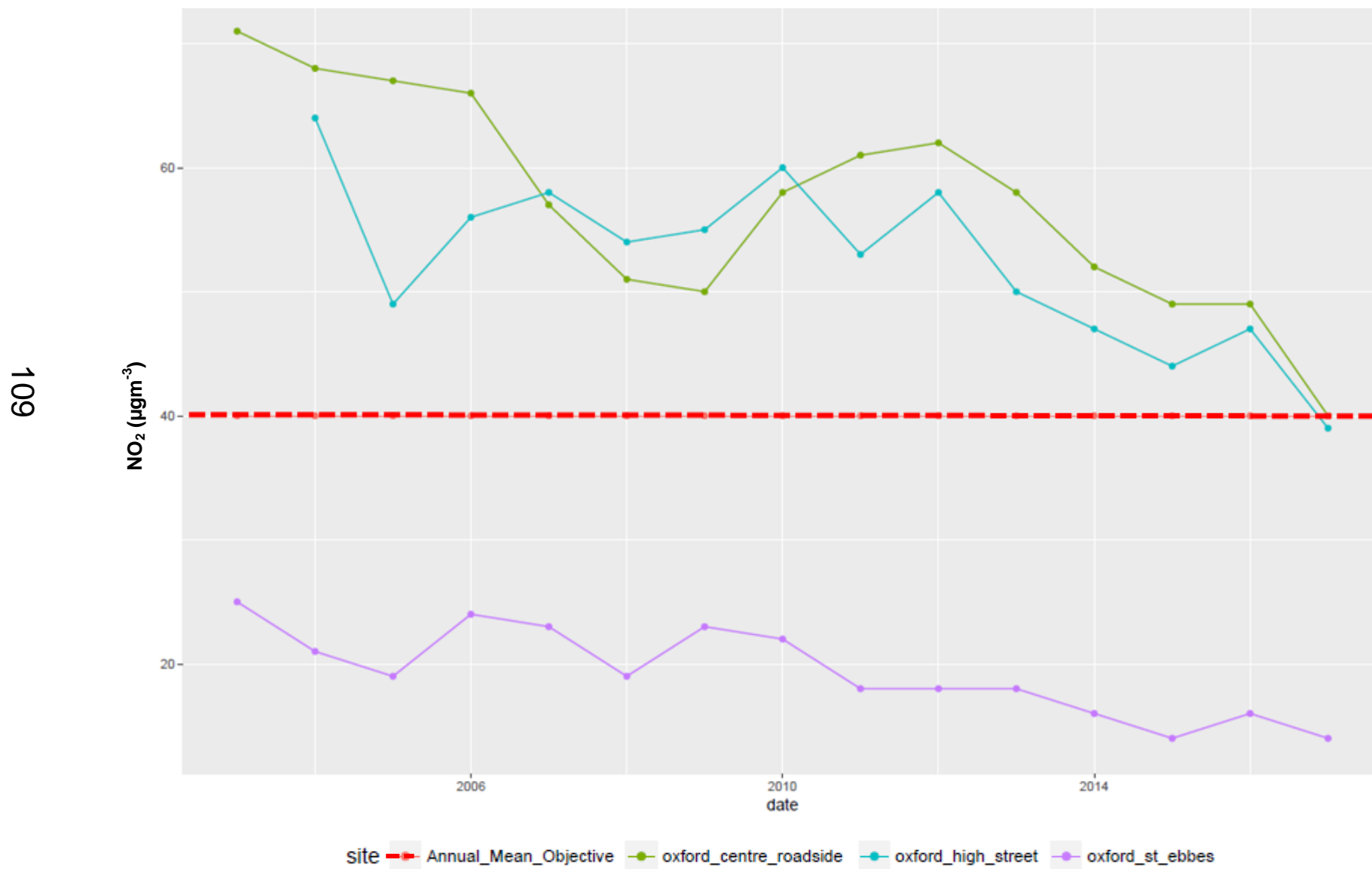


Figure 3.2 shows that NO₂ levels have reduced significantly at all Oxford's automatic monitoring stations in 2017, when compared with the results obtained in 2016. The highest level of reduction (18%) was seen at the roadside monitoring stations of Oxford High Street and Oxford Centre roadside.

Appendix D shows the daily average levels of NO₂ along the entire calendar year 2017 for the automatic monitoring stations of Oxford Centre Roadside, Oxford High Street and Oxford St Ebbe's.

Non-Automatic Monitoring

Non-automatic monitoring using diffusion tubes took place at 71 locations in 2017. Approximately half of this number was exposed within central Oxford, rotated between the locations where we believe relevant exposure is most likely. The remaining tubes were used outside of the central area, again prioritised by locations where relevant exposure is most likely.

The Diffusion tube results show that the annual mean AQS objective of 40 µgm⁻³ for NO₂ specified by DEFRA was exceeded at only 4 of the 71 monitoring locations where NO₂ levels were measured in 2017. All the diffusion tube monitoring locations are within the existing AQMA and were considered representative of public exposure; therefore there was no need to correct the results for distance. The main observations of the monitoring carried out in 2017 using non-automatic monitoring are as follow:

- In 2017, significant decreases of NO₂ levels were observed in the city centre, the largest drops being observed along Beaumont Street, George Street, St Clements, Speedwell Street and Castle Street. NO₂ pollution levels saw an overall reduction of 23% in the city centre when compared with the figures obtained in 2016;
- From the 71 locations where NO₂ levels were monitored using diffusion tubes in 2017, only 4 proved to be exceeding the annual mean limit value for nitrogen dioxide. Two of those sites are located at the North West boundary of the City (Cutteslowe and Wolvercote). The other two are located in the city centre (St Clements and High Street);

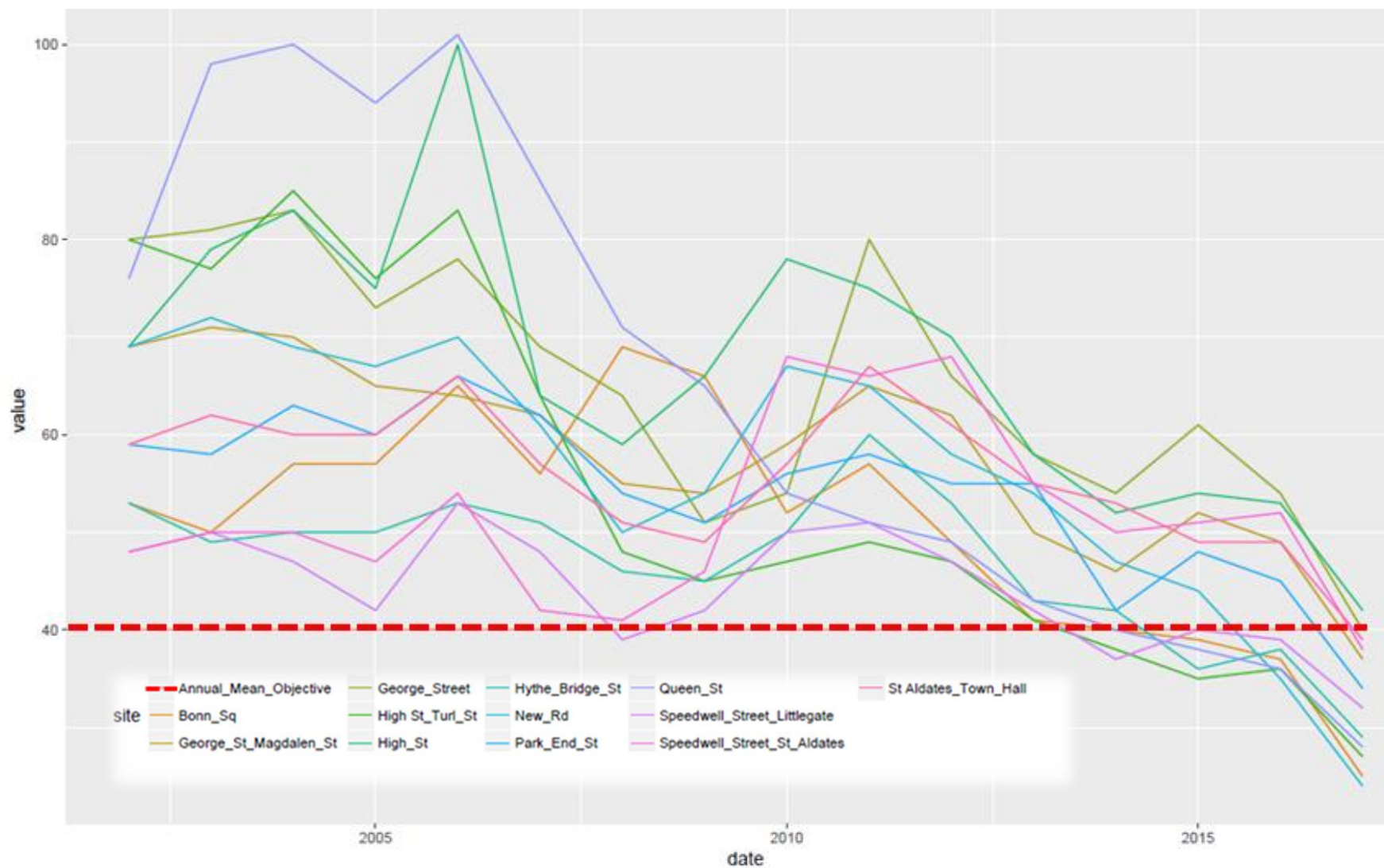
- The monitoring location with the highest annual mean for NO₂ in 2017 was DT55 - St Clements - with a value of 47 µgm⁻³. In 2016 this site measured 61 µgm⁻³. The annual mean measured in 2017 represents therefore a reduction of 23%. The results need to be treated carefully however, as from June to August St Clements street had limited traffic due to disruptive sewer works being conducted on-site. The works resulted in pollution levels being halved during that period, which is reflected in the NO₂ annual mean. A methodology was applied, to calculate what the NO₂ annual mean would have been, if the roadworks had not been conducted. The results show a predicted annual mean of 51 µgm⁻³, which indicates that there was a clear reduction of pollution levels in St Clements, which is not directly related with the roadworks but related instead with the overall reduction in levels observed across the city in 2017;
- None of the City's NO₂ monitoring sites presented an annual mean equal or above 60 µgm⁻³ which is the first time since monitoring began. According to LAQM (TG16)¹¹, this is a indication that exceedances of the 1-hour mean objective for NO₂ are also not likely to have occurred in the city in 2017;
- In 2017, NO₂ was measured at 3 monitoring locations that had not been measured in 2016. At one of those location, measured concentrations of NO₂ were above the annual mean limit value: DT71: BP Service Station Woodstock Road;
- Air Quality has improved at 57 of the 59 historic diffusion tube locations in 2017, with 15 of those improvements occurring in places where the NO₂ annual mean was historically above the NO₂ annual limit value of 40 µgm⁻³ (Windmill road – DT14, Cutteslowe – DT25, St Aldates, Park end St, Worcester St, Beaumont St, George St (DT47 and DT48), High St (DT51 and DT56), Long Wall St, St Clements. Speedwel St, Folly Bridge and Castle Street);
- 10 locations in the city (Windmill road, St. Aldates, Park End St., Worcester St., Beaumont St., George St., Folly Bridge, Castle St., Long Wall St. and Speedwell St.) are now below the NO₂ annual mean limit value of 40 µgm⁻³, however, NO₂ levels at 5 of those locations proved to be marginally below the threshold for compliance - given the degree of uncertainty associated with the

diffusion tube methodology, it is recommended that those results are to be treated with due care;

Figure 3.3 below shows the long term trend for levels of measured NO₂ at a number of historic diffusion tube monitoring stations. The results are expressed in µgm⁻³.

It is quite clear that there has been a significant downward trend in measured levels of NO₂ at all of these locations in 2017. Overall, the annual mean objective for NO₂ was only exceeded at 4 of the 71 locations monitored in 2017.

Figure 3-3 – Long Term Trends in Annual Mean NO₂ (ugm⁻³) at Oxford’s diffusion tube monitoring locations, 2003-2017.



113

The reduction of NO₂ levels observed in several locations across the city centre is likely to be explained by the following:

- During 2017, new Euro VI buses were purchased and introduced in the city by both Stagecoach and Oxford Bus Company, while Euro V buses were at the same time discontinued. Differences in primary NO₂ emissions between Euro VI and Euro V engines are proven to be quite substantial. The city centre fleet that was originally consisting of 100% Euro V buses in 2014 – in order to meet compliance with the city’s recently implemented LEZ - can now in 2017 be split into 61% of buses Euro V and 39% buses Euro VI, and that seems to have been the main driver of the significant reductions seen in air quality levels across the city.
- Some of the biggest reductions can also be explained by several road works, prolonged road closures or traffic diversions, which relived the traffic levels in certain areas of the city for considerable periods of time in 2017. The table below provides some information on the type of construction/road works that have been conducted in very specific locations of the city, where the reductions of NO₂ levels were highest.

Table 3-1 - List of sites where some of the highest levels of NO₂ reductions were observed and likely associated causes.

Location	List of Affected sites (per site ID)	Max observed reduction (µgm ⁻³)	Likely Causes
St Clements	DT54, DT 55	14	<i>Sewer works conducted by Thames water during 3 months in the summer, which were responsible for the use of a unique single track lane in the street, reducing the traffic levels to half during that period</i>
West Gate area	DT70, DT68, DT42, DT43, DT60, DT66, DT67, DT40, DT59, DT61, DT62, DT63, DT64, DT65, DT41	14	<i>Several road closures related with the work conducted around the Westgate shopping centre, which changed bus routes and general traffic levels in the area (castle street was even closed for a significant amount of time to traffic in 2017)</i>

Queen St	DT40, DT41	12	<i>Works around the experimental pedestrianisation of queen street, which ultimately lead to a significant reduction of traffic/buses in queen street, in particular immediately after Westgate shopping centre opening day in October</i>
Latimer Road/London Road	DT17	13	<i>Road was closed for several periods of time during 2017 linked to OUHT's heat pipeline and then development of the student accommodation on the corner of Latimer Rd/London Rd</i>
George St and Speedwell street	DT48, DT47, DT57	14	<i>Major bus routes (emission reductions most likely caused by purchase of Euro VI buses)</i>

A list of diffusion tube locations, details and results can be found in Tables A.2 and A.3 in Appendix A. A map with the locations of the air quality monitoring that was conducted during 2017 and levels of NO₂ is shown in Appendix C.

3.2.2 Particulate Matter (PM₁₀ and PM_{2.5})

Airborne particulate matter varies widely in its physical and chemical composition, source and particle size. The terms PM₁₀ and PM_{2.5} are used to describe particles with an effective size less than 10 and 2.5 µm respectively. These are of concern with regard to human health, as they are small enough to penetrate deep into the lungs. They can cause inflammation and a worsening of the condition of people with heart and lung diseases. In addition, they may carry surface absorbed carcinogenic compounds into the lungs. Larger particles, meanwhile, are not readily inhaled, and are removed relatively efficiently from the air by sedimentation.

In 2017 PM₁₀ data has been monitored by automatic continuous monitors at Oxford St. Ebbe's and Oxford High Street. PM_{2.5} has been monitored at Oxford St Ebbe's in 2017.

The AQS objective for PM₁₀ is a maximum of 50 µg⁻³ for any 24h mean period, not to be exceeded more than 35 times a year.

The results of PM₁₀ measurements during the course of 2017 show only 2 exceedances of the 50 µg⁻³ 24h mean, which were registered on the 22nd and 23rd January and recorded at both Oxford High Street and Oxford St Ebbe's monitoring

sites. According to Kings College¹², those are not directly related with pollution generated in the city but instead with a trans-boundary pollution episode that resulted from a regional mix of traffic pollution and wood burning that were exponentiated by “(...) *cold, calm and settled weather conditions resulting from a high pressure system have contributed to a widespread particulate pollution episode with levels reaching ‘very high’*”.

The analysis from King’s continues: “*On Sunday 22nd, an import of pollution from the continent during the afternoon was followed in the evening by cold foggy conditions with almost no dispersion. The rapid rise in pollution at this time was caused by a combination of traffic pollution and also air pollution from wood burning. This was the largest contribution from wood burning measured during the winter. (...) On Monday 23rd, the ‘very high’ threshold was exceeded again at an even greater number of sites as weekday emissions added to the already elevated pollution levels. Continuing very light winds causing poor pollution dispersion resulted in ‘very high’ particulate pollution (...)*”.

The AQS objective for 24-hour mean PM₁₀ was fully met at Oxford High Street and Oxford St Ebbe’s in 2017.

Table A.6 in Appendix A shows the number of exceedances to the PM₁₀ 24-hour mean objective in the past 5 years.

The annual mean AQS objective for PM₁₀ is 40 µg m⁻³. Table A.5 in Appendix A compares the ratified and adjusted monitored PM₁₀ annual mean concentrations for the past 5 years with the air quality objective of 40µg m⁻³.

Oxford High Street registered an annual mean of 18 µg m⁻³. Oxford St. Ebbe’s 13 µg m⁻³. This objective was therefore met in 2017.

No AQS objective exists for PM_{2.5}; however a non-mandatory compliance target of 25 µg m⁻³ to be met by 2020 exists. The annual mean for this pollutant was 11 µg m⁻³ at Oxford St. Ebbe’s. Table A.7 in Appendix A presents the ratified and adjusted monitored PM_{2.5} annual mean concentrations for the past 5 years.

3.2.3 Ozone (O₃)

Ozone (O₃) is not emitted directly into the atmosphere in significant quantities, but is a secondary pollutant produced by reaction between nitrogen dioxide (NO₂) and hydrocarbons, in the presence of sunlight. Whereas nitrogen dioxide (NO₂)

contributes to ozone formation, nitrogen oxide (NO) destroys ozone and therefore acts as a local sink. For this reason, ozone levels are not as high in urban areas (where NO is emitted from vehicles) as in rural areas. Ozone levels are usually highest in rural areas, particularly in hot, still, sunny weather conditions giving rise to "summer smog".

O₃ is measured at Oxford St. Ebbe's. The AQS objective for daily maximum on an 8 hour running mean is 100 µgm⁻³ not to be exceeded more than 10 days a year. Oxford St. Ebbe's met the AQS objectives for this pollutant in 2017.

Oxford St. Ebbe's data capture of O₃ was of 96% in 2017. The site exceeded the AQS daily objective for ozone on 5 days during the year. The maximum concentrations of ozone were recorded between 18th and the 21st June 2017, with a maximum of 150.5 µgm⁻³ on the 21st June 16h00. According to Kings College¹², the period 18th-21st June corresponds to a period where moderate and high levels of Ozone were seen across England. The 21st of June was even considered the hottest day of the year, and June 2017 was the hottest since 1976. Ground-level ozone production requires both ozone precursor chemicals such as oxides of nitrogen, Volatile Organic Compounds (VOCs) and carbon monoxide, and time in strong sunshine to power conversion of these chemicals into ozone. "(...) On 21st June polluted air drifted over the southern UK from the near continent. Widespread high ozone was measured on King's networks across Kent, Surrey and Sussex and at several sites on the UK AURN. This polluted air moved northwards and affected London during the late afternoon and early evening. In the capital there was widespread moderate ozone and high ozone was measured in Harlington and North Kensington¹²."

"The greatest ozone concentration was measured in Sevenoaks, Kent and at Lullington Heath on the Sussex coast. Across London and the south east, this is the greatest June ozone for 11 years and the first time that ozone has reached index level 8 since the UK daily air quality index was launched in 2012. The high ozone on the 21st June was the fourth day of this air pollution episode that has brought widespread moderate ozone to London and the south east, building as the heat wave progressed¹²."

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Inlet Height (m)
CM1	St. Aldate's (Oxford Centre AURN)	Roadside	451359	206157	NO ₂	YES	Chemiluminescent	1	3	2.5
CM2	High Street	Roadside	451677	206272	NO ₂ PM ₁₀	YES	Chemiluminescent Conventional TEOM Gravimetric Equivalent	1	2	1.5
CM3	St Ebbe's	Urban Background	451118	205353	NO ₂ ; PM ₁₀ ; PM _{2.5} ; O ₃	YES	Chemiluminescent; FDMS; FDMS; UV absorption	10	2	2.5

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.2 – Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
DT1	St Ebbe's	Urban Background	451118	205353	NO ₂	YES	10	2	YES	2.5
DT2	Weirs Lane/Abingdon Road Lamp Post 1	Roadside	451904	204215	NO ₂	YES	2	2	NO	3
DT3	Lamp Post 52 Abingdon Road	Roadside	451914	204154	NO ₂	YES	3	2	NO	3
DT4	Boundary Brook Road/ Iffley Road	Roadside	452961	204662	NO ₂	YES	0	2	NO	3
DT5	Lenthall Road Allotments	Urban background	452818	203448	NO ₂	YES	5	N/A	NO	1.5
DT6	Templar Square	Roadside	454336	203952	NO ₂	YES	2	2	NO	3
DT7	Oxford Road/ Between Towns Road	Roadside	454472	204246	NO ₂	YES	3	2	NO	3
DT8	Oxford Road (Cowley) Lampost 13	Roadside	454355	204296	NO ₂	YES	0	1	NO	3
DT9	Cowley Road/ Divinity Road	Roadside	453151	205536	NO ₂	YES	3	1	NO	3
DT72	Cowley Road/James Street	Roadside	452761	205745	NO ₂	YES	1	1	NO	3
DT10	Divinity Road/ Warneford Lane	Roadside	453617	206072	NO ₂	YES	2	1	NO	3

119

DT11	Gypsy Lane/ Old Road	Roadside	453910	206334	NO ₂	YES	3	5	NO	3
DT12	Churchill Drive/ Old Road	Roadside	454493	206367	NO ₂	YES	1	1	NO	3
DT13	Windmill Road/ Old Road	Roadside	454876	206447	NO ₂	YES	3	0.5	NO	3
DT14	Windmill Road W	Roadside	454554	207102	NO ₂	YES	0	2.5	NO	3
DT15	London Road / BHF	Roadside	454433	207058	NO ₂	YES	0	2.5	NO	3
DT16	Headley Way/ London Road lamp post 2	Roadside	453982	206817	NO ₂	YES	1	2	NO	3
DT17	Latimer Road/London Road	Roadside	454138	206903	NO ₂	YES	2	2	NO	3
DT18	4 The Round way	Roadside	455596	207367	NO ₂	YES	0	5	NO	3
DT19	North Way (Lamp Post 9)	Roadside	455457	207513	NO ₂	YES	0	1	NO	3
DT20	Barton Lane (Lamp post 2)	Roadside	454999	207759	NO ₂	YES	3	1	NO	3
DT21	North Way/ Barton Village Road (Lamp post 20)	Roadside	455116	207796	NO ₂	YES	0	0.5	NO	3
DT22	Foxwell Drive (Lamp post 4)	Roadside	453885	208334	NO ₂	YES	2	1	NO	3
DT23	Marsh lane/ Dents Close Lamp Post 1	Roadside	453228	208285	NO ₂	YES	3	2	NO	3
DT25	3 Elsfield Road Cutteslowe Roundabout	Roadside	450419	210256	NO ₂	YES	5	2	NO	3
DT26	3 Summers Place Cutteslowe	Roadside	450389	210189	NO ₂	YES	1	2	NO	3

120

	Roundabout									
DT27	Wolvercote roundabout - 78 sunderland avenue	Roadside	449824	210198	NO ₂	YES	1	1	NO	3
DT28	Wolvercote Roundabout - 51 Sunderland Avenue	Roadside	449856	210162	NO ₂	YES	1	1	NO	3
DT71	BP Service Station Woodstock Road	Roadside	449617	210216	NO ₂	YES	5	5	NO	3
DT29	Pear Tree Park & Ride	Roadside	449530	210734	NO ₂	YES	10	4	NO	3
DT30	Osney Lane/ Hollybush Row	Kerbside	450668	206053	NO ₂	YES	2	2	NO	3
DT31	Beckett Street	Roadside	450566	206227	NO ₂	YES	5	2	NO	3
DT32	Royal Oxford Hotel	Roadside	450674	206273	NO ₂	YES	0	2.5	NO	3
DT33	Botley Road/ Mill Street	Roadside	450409	206224	NO ₂	YES	1	1	NO	3
DT34	Abbey Road corner	Roadside	450356	206255	NO ₂	YES	0	1	NO	3
DT35	Botley Road/ Hillview Road	Roadside	450029	206207	NO ₂	YES	1	2	NO	3
DT36	Botley Road N (Corner of Prestwich Place)	Roadside	449657	206245	NO ₂	YES	0	2	NO	3
DT37	Botley Road South (Corner of Duke Street)	Roadside	449655	206227	NO ₂	YES	0	2	NO	3
DT39	St Aldate's	Roadside	451359	206157	NO ₂	YES	0	2	YES	2.5
DT40	Queen Street	Roadside	451270	206144	NO ₂	YES	0	2	NO	3

DT41	Bonn Square	Roadside	451216	206133	NO ₂	YES	0	2	NO	3
DT42	New Road	Roadside	451073	206191	NO ₂	YES	2	3.5	NO	3
DT43	Park End Street	Kerbside	450885	206275	NO ₂	YES	2	1	NO	3
DT44	Hythe Bridge Street	Roadside	450795	206343	NO ₂	YES	0	2	NO	3
DT45	Worcester Street	Roadside	450942	206424	NO ₂	YES	2	2	NO	3
DT46	Beaumont Street	Kerbside	451167	206519	NO ₂	YES	2	1	NO	3
DT47	George Street/ Magdalen Street	Kerbside	451222	206387	NO ₂	YES	2	0.5	NO	3
DT73	Walton Street (lamp post 18)	Roadside	450960	206590	NO ₂	YES	1	1	NO	2.5
DT48	George Street	Kerbside	450981	206344	NO ₂	YES	0	0.5	NO	3
DT49	Cornmarket street	Urban Centre	451322	206242	NO ₂	YES	0	2	NO	3
DT50	High Street/ Turl Street	Roadside	451467	206222	NO ₂	YES	1	2.5	NO	3
DT51	50 High Street	Roadside	451900	206250	NO ₂	YES	0	2.5	NO	3
DT52	Longwall Street	Kerbside	451972	206283	NO ₂	YES	1	1	NO	3
DT53	Magdalen Bridge	Roadside	452099	206117	NO ₂	YES	0	2	NO	3
DT54	York Place	Kerbside	452325	206015	NO ₂	YES	0	2	NO	3
DT55	St Clements	Kerbside	452326	205992	NO ₂	YES	1	1	NO	3
DT56	High Street	Kerbside	451576	206232	NO ₂	YES	2	1	NO	3
DT57	Speedwell Street/ St Aldate's	Roadside	451407	205807	NO ₂	YES	1	3	NO	3
DT58	Folly Bridge	Roadside	451437	205529	NO ₂	YES	0	1	NO	3

DT59	Thames Street	Roadside	451353	205643	NO ₂	YES	1	3	NO	3
DT60	New Butterwyke Place/ Thames Street	Roadside	451248	205710	NO ₂	YES	5	2	NO	3
DT61	Friars Wharf	Roadside	451219	205707	NO ₂	YES	0	3	NO	3
DT62	1 Blackfriars Road	Roadside	451072	205750	NO ₂	YES	0	3	NO	3
DT63	Thames Street/ Trinity Street	Roadside	450926	205797	NO ₂	YES	0	10	NO	3
DT64	Thames Street/ Oxpens Road	Roadside	450887	205825	NO ₂	YES	0	1	NO	3
DT65	Speedwell Street/ Littlegate	Roadside	451206	205780	NO ₂	YES	1	2	NO	3
DT66	36 Faulkner Street	Urban Background	451149	205859	NO ₂	YES	1	20	NO	3
DT67	Old Greyfriars Street	Roadside	451149	205947	NO ₂	YES	5	5	NO	3
DT68	Norfolk Street	Roadside	451030	205962	NO ₂	YES	0	1.5	NO	3
DT69	Paradise Square	Roadside	450982	205973	NO ₂	YES	0	1	NO	3
DT70	Castle Street	Roadside	451062	206067	NO ₂	YES	0	1.5	NO	3

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

Table A.3 – Annual Mean NO₂ Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2017 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ⁽³⁾				
					2013	2014	2015	2016	2017
CM1	St Aldate's (Oxford Centre AURN)	Automatic	96	96	56	52	49	49	40
CM2	High Street	Automatic	97	97	50	47	44	47	39
CM3	St Ebbe's	Automatic	97	97	18	17	14	16	14
DT1	St Ebbe's	Passive	100	100	20	17	16	18	14
DT2	Weirs Lane/Abingdon Road Lamp Post 1	Passive	92	92	35	35	39	34	28
DT3	Lamp Post 52 Abingdon Road	Passive	100	100	40	37	42	38	31
DT4	Boundary Brook Road/ Iffley Road	Passive	67	67	NM	NM	NM	34	28
DT5	Lenthall Road Allotments	Passive	92	92	20	13	15	14	10
DT6	Templar Square	Passive	92	92	NM	NM	NM	25	21
DT7	Oxford Road/ Between Towns Road	Passive	100	100	NM	NM	NM	36	31
DT8	Oxford Road (Cowley) Lampost 13	Passive	100	100	NM	NM	NM	34	29
DT9	Cowley Road/ Divinity Road	Passive	100	100	NM	NM	NM	28	25
DT72	Cowley	Passive	92	92	NM	NM	NM	NM	29

124

	Road/James Street								
DT10	Divinity Road/ Warneford Lane	Passive	50	50	NM	NM	NM	25	19
DT11	Gypsy Lane/ Old Road	Passive	92	92	NM	NM	NM	24	20
DT12	Churchill Drive/ Old Road	Passive	50	50	NM	NM	NM	NM	22
DT13	Windmill Road/ Old Road	Passive	100	100	NM	NM	NM	29	23
DT14	Windmill Road W	Passive	100	100	NM	40	44	43	33
DT15	London Road / BHF	Passive	100	100	NM	36	34	34	26
DT16	Headley Way/ London Road lamp post 2	Passive	100	100	NM	NM	NM	35	27
DT17	Latimer Road/ London Road	Passive	100	100	NM	NM	NM	37	24
DT18	4 The Round way	Passive	92	92	37	32	32	33	23
DT19	North Way (Lamp Post 9)	Passive	100	100	NM	NM	30	30	27
DT20	Barton Lane (Lamp post 2)	Passive	100	100	NM	NM	31	29	25
DT21	North Way/ Barton Village Road (Lamp post 20)	Passive	100	100	NM	NM	30	30	26
DT22	Foxwell Drive (Lamp post 4)	Passive	92	92	NM	NM	22	21	17
DT23	Marsh lane/ Dents Close Lamp Post 1	Passive	100	100	NM	NM	20	20	15

DT25	3 Elsfeld Road Cutteslowe Roundabout	Passive	100	100	NM	NM	40	48	35
DT26	3 Summers Place Cutteslowe Roundabout	Passive	100	100	NM	NM	42	40	41
DT27	Wolvercote roundabout - 78 sunderland avenue	Passive	92	92	NM	NM	39	34	29
DT28	Wolvercote Roundabout - 51 Sunderland Avenue	Passive	92	92	NM	NM	34	32	26
DT 71	BP Service Station Woodstock Road	Passive	100	100	NM	NM	44	NM	41
DT29	Pear Tree Park & Ride	Passive	100	100	NM	NM	38	36	28
DT30	Osney Lane/ Hollybush Row	Passive	100	100	33	28	32	33	27
DT31	Beckett Street	Passive	100	100	36	33	30	39	29
DT32	Royal Oxford Hotel	Passive	100	100	47	41	40	38	32
DT33	Botley Road/ Mill Street	Passive	92	92	NM	NM	28	29	23
DT34	Abbey Road corner	Passive	92	92	NM	NM	28	30	23
DT35	Botley Road/ Hillview Road	Passive	100	100	NM	NM	40	40	34
DT36	Botley Road N (Corner of Prestwich Place)	Passive	92	92	NM	NM	29	35	27

126

DT37	Botley Road South (Corner of Duke Street)	Passive	100	100	NM	NM	34	22	25
DT39	St Aldate's	Passive	100	100	55	53	49	49	39
DT40	Queen Street	Passive	100	100	43	40	38	36	28
DT41	Bonn Square	Passive	100	100	41	40	39	37	25
DT42	New Road	Passive	58	58	54	47	44	35	24
DT43	Park End Street	Passive	100	100	55	42	48	45	34
DT44	Hythe Bridge Street	Passive	100	100	43	42	36	38	29
DT45	Worcester Street	Passive	92	92	54	52	50	51	38
DT46	Beaumont Street	Passive	92	92	42	43	44	45	31
DT47	George Street/ Magdalen Street	Passive	100	100	50	46	52	49	37
DT 73	Walton Street (lamp post 18)	Passive	100	100	NM	NM	NM	NM	27
DT48	George Street	Passive	83	83	58	54	61	54	40
DT49	Cornmarket street	Passive	92	92	29	29	31	30	23
DT50	High Street/ Turl Street	Passive	100	100	41	38	35	36	27
DT51	50 High Street	Passive	100	100	56	47	45	43	34
DT52	Longwall Street	Passive	100	100	53	50	50	49	38
DT53	Magdalen Bridge	Passive	100	100	NM	NM	27	28	22
DT54	York Place	Passive	100	100	31	32	30	28	23
DT55	St Clements	Passive	100	100	70	65	67	61	47
DT56	High Street	Passive	100	100	58	52	54	53	42

DT57	Speedwell Street/ St Aldate's	Passive	100	100	55	50	51	52	38
DT58	Folly Bridge	Passive	100	100	NM	NM	40	41	31
DT59	Thames Street	Passive	100	100	44	28	30	32	25
DT60	New Butterwyke Place/ Thames Street	Passive	100	100	35	44	38	39	29
DT61	Friars Wharf	Passive	100	100	NM	25	25	27	20
DT62	1 Blackfriars Road	Passive	100	100	NM	NM	26	27	20
DT63	Thames Street/ Trinity Street	Passive	100	100	22	19	20	23	16
DT64	Thames Street/ Oxpens Road	Passive	92	92	31	27	27	32	25
DT65	Speedwell Street/ Littlegate	Passive	100	100	42	37	40	39	32
DT66	36 Faulkner Street	Passive	100	100	32	34	30	31	22
DT67	Old Greyfriars Street	Passive	100	100	NM	NM	26	30	21
DT68	Norfolk Street	Passive	50	50	NM	23	30	35	23
DT69	Paradise Square	Passive	92	92	NM	29	24	27	26
DT70	Castle Street	Passive	92	92	NM	42	47	42	28

128

- Diffusion tube data has been bias corrected
- Annualisation has been conducted where data capture is <75%
- If applicable, all data has been distance corrected for relevant exposure

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table A.4 – 1-Hour Mean NO₂ Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	NO ₂ 1-Hour Means > 200µg/m ³ ⁽³⁾				
					2013	2014	2015	2016	2017
CM1	Roadside	Automatic	96	96	11	0	2	0	0
CM2	Roadside	Automatic	97	97	1	0	0	0	0
CM3	Urban Background	Automatic	97	97	0	0	0	0(76)	0

Notes:

Exceedances of the NO₂ 1-hour mean objective (200µg/m³ not to be exceeded more than 18 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

Table A.5 – Annual Mean PM₁₀ Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	PM ₁₀ Annual Mean Concentration (µg/m ³) ⁽³⁾				
				2013	2014	2015	2016	2017
CM2	Roadside	96	96	24	22	21	20	18
CM3	Urban Background	92	92	20	15	13	15	13

Annualisation has been conducted where data capture is <75% (confirm by selecting in box)

Notes:

Exceedances of the PM₁₀ annual mean objective of 40µg/m³ are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table A.6 – 24-Hour Mean PM₁₀ Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2016 (%) ⁽²⁾	PM ₁₀ 24-Hour Means > 50µg/m ³ ⁽³⁾				
				2013	2014	2015	2016	2017
CM2	Roadside	96	96	0	0	1	4	2
CM3	Urban Background	92	92	5	0	6	0 (24)	2

Notes:

Exceedances of the PM₁₀ 24-hour mean objective (50µg/m³ not to be exceeded more than 35 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

Table A.7 – PM_{2.5} Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2017 (%) ⁽²⁾	PM _{2.5} Annual Mean Concentration (µg/m ³) ⁽³⁾				
				2013	2014	2015	2016	2017
CM3	Urban Background	87	87	14	10	10	13	11

Annualisation has been conducted where data capture is <75% (confirm by selecting in box)

Notes:

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Appendix B: Supporting Technical Information

Automatic Monitoring Sites

Oxford City Council currently operates three continuous monitoring sites. All routine calibration and maintenance is carried out and recorded in accordance with manufacturers' and Automated Urban Monitoring Network site operators' manual.

Instrument drift is routinely checked by:

- a daily internal instrument calibration which is carried out automatically using an electronic calibration check;
- every two weeks a manual external instrument calibration is carried out by Oxford City Council using gas cylinders that can be traced back to reference standards for each pollutant;
- every six months an audit of instrument response is carried out by an external organization using independent gas calibration standards.

The above checks enable data to be examined subsequently for instrument drift, which is expected, or for faulty data which is usually not expected. Instrument drift is routinely adjusted by means of the 2 weekly external gas calibrations. Scaled data is calculated using the gas calibrations for each analyser.

Data from the continuous monitoring sites is collected and independently validated by Ricardo Energy & Environment following robust QA/QC procedures.

A dedicated supporting unit is also employed for each site, responding to equipment breakdowns and scheduled maintenance and servicing.

Annualisation

There was no need to annualise the results of any of the pollutants measured by the automatic methods, as the percentage of data capture for all pollutants in 2017 was always above the 75%, which is the minimum required for annualisation not to occur.

Non-Automatic Monitoring Sites

Diffusion tubes are supplied and analysed by an accredited laboratory (South Yorkshire Air Quality Samplers), using the 50% TEA in Acetone method.

The laboratory is subject to quality assurance testing as part of their accreditation. This involves an independent comparison to other laboratories. The results of inter-comparisons are available for scrutiny.

As diffusion tubes are not the reference method due to its low accuracy when compared with automatic monitoring, it is necessary to bias correct them.

A bias correction factor is applied to diffusion tube results to account for laboratory bias and to correct to continuous monitoring results. Oxford City Council carries out a co-location study annually, and has used the results to calculate a locally derived bias adjustment factor for each separate year studied.

In 2017 the bias correction factor derived from the local co-location study was **0.83**. The national bias correction factor was **0.86**. It was considered most appropriate to use the locally derived factor for a question of methodology consistency with previous AQ AS reports, but also because once more, our local co-location study has presented “good” precision for the diffusion tubes, together with high quality chemiluminescence results. This was considered to be more representative of the local situation.

Annualisation

The annual mean NO₂ has been also annualised for all the cases where diffusion tube annual data capture was below 75%, following the specific annualisation procedure described on LAQM (TG16).

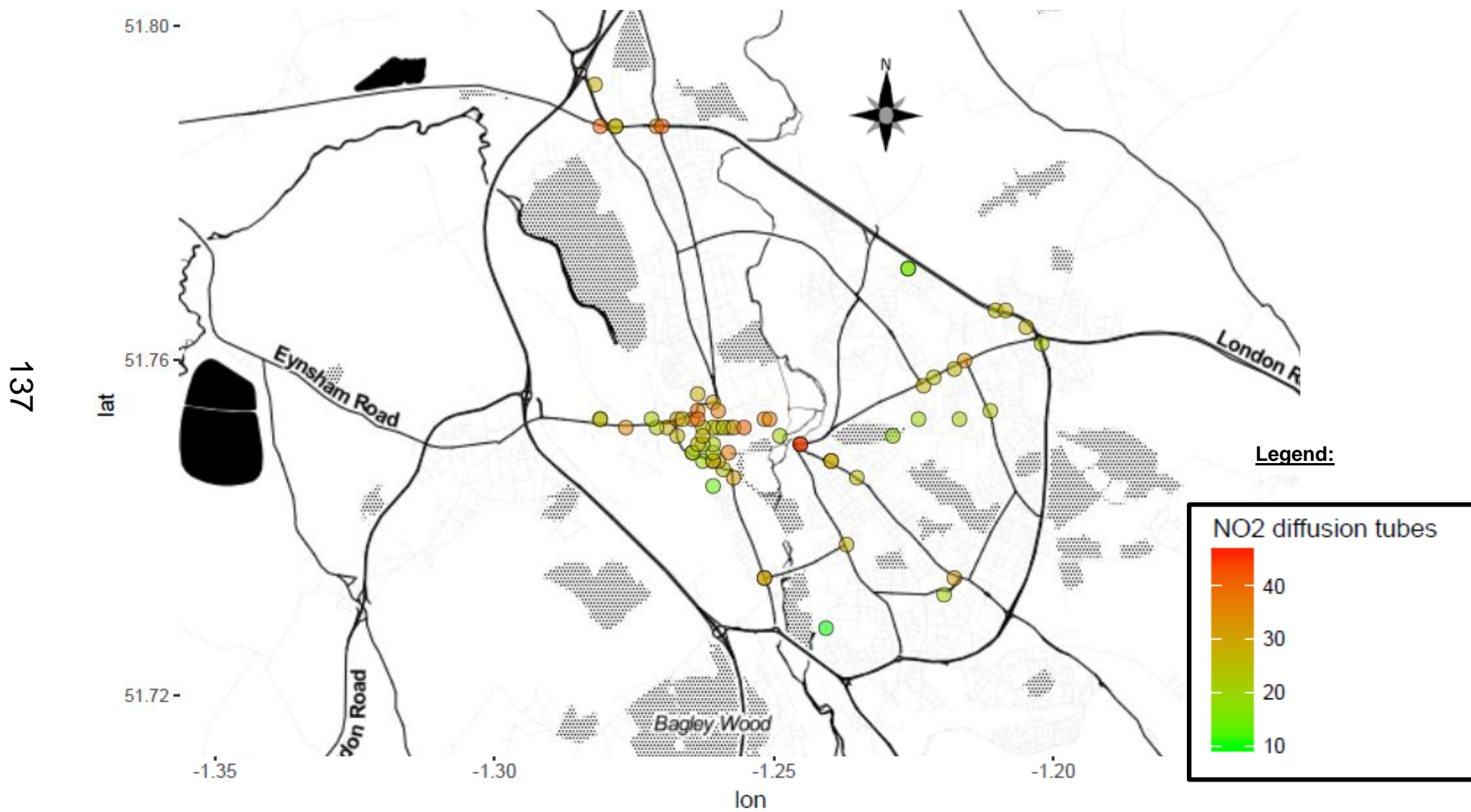
Appendix C: Maps of monitoring locations and NO₂ levels in Oxford

Figure C 1– Oxford’s air quality monitoring locations, 2017



136

Figure C 2– Oxford’s diffusion tube locations by level of NO2, 2017



Source: GGmap package for Rstudio¹³

Figure C 3– Oxford city centre diffusion tube locations by level of NO₂, 2017



Appendix D: Calendar Plots of Oxford's NO₂ automatic monitoring

Figure D 1—Daily NO₂ averages at AURN automatic monitoring station of Oxford Centre roadside along calendar year 2017

NO₂ daily means at Oxford Centre Roadside (St Aldates) in 2017

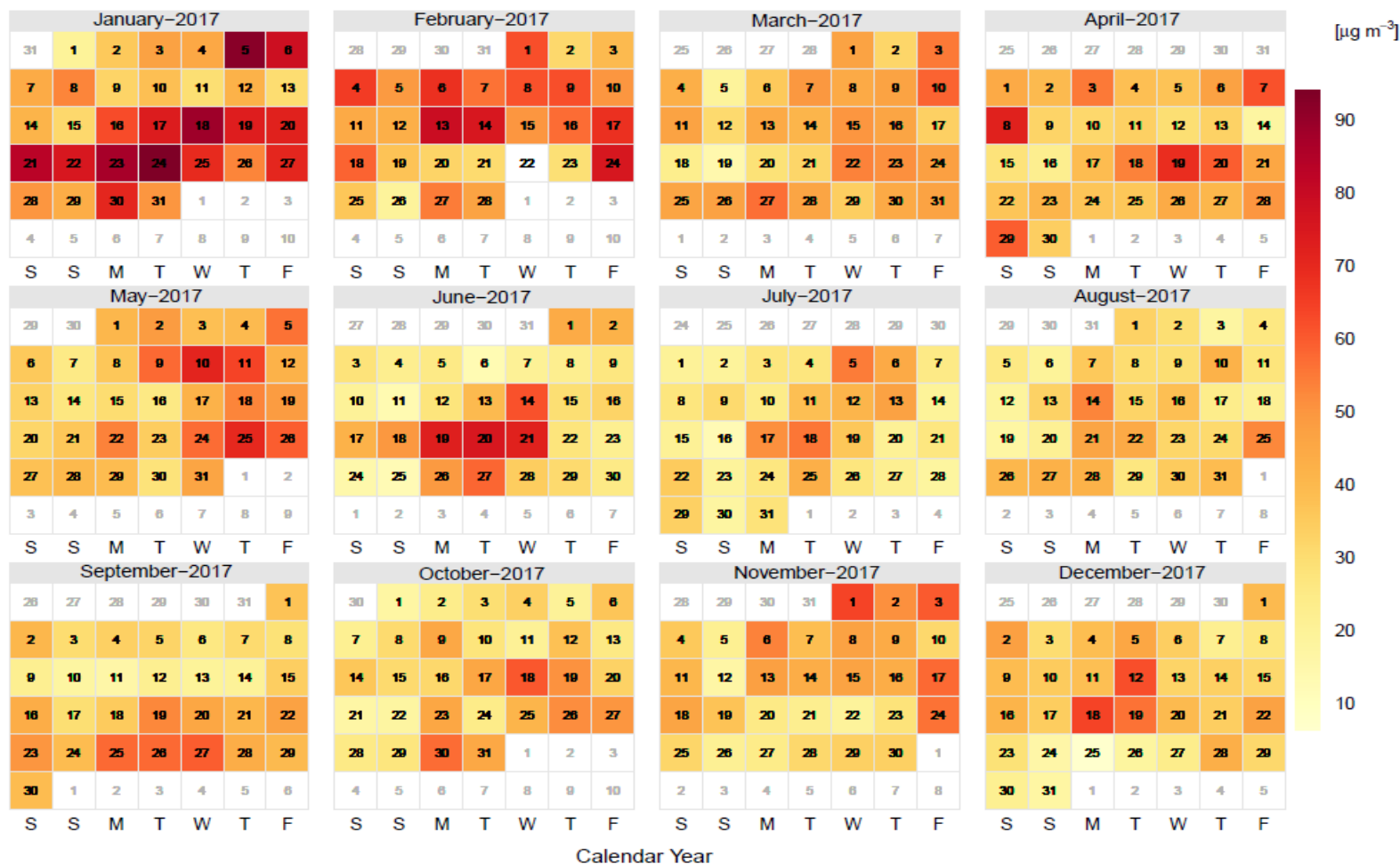
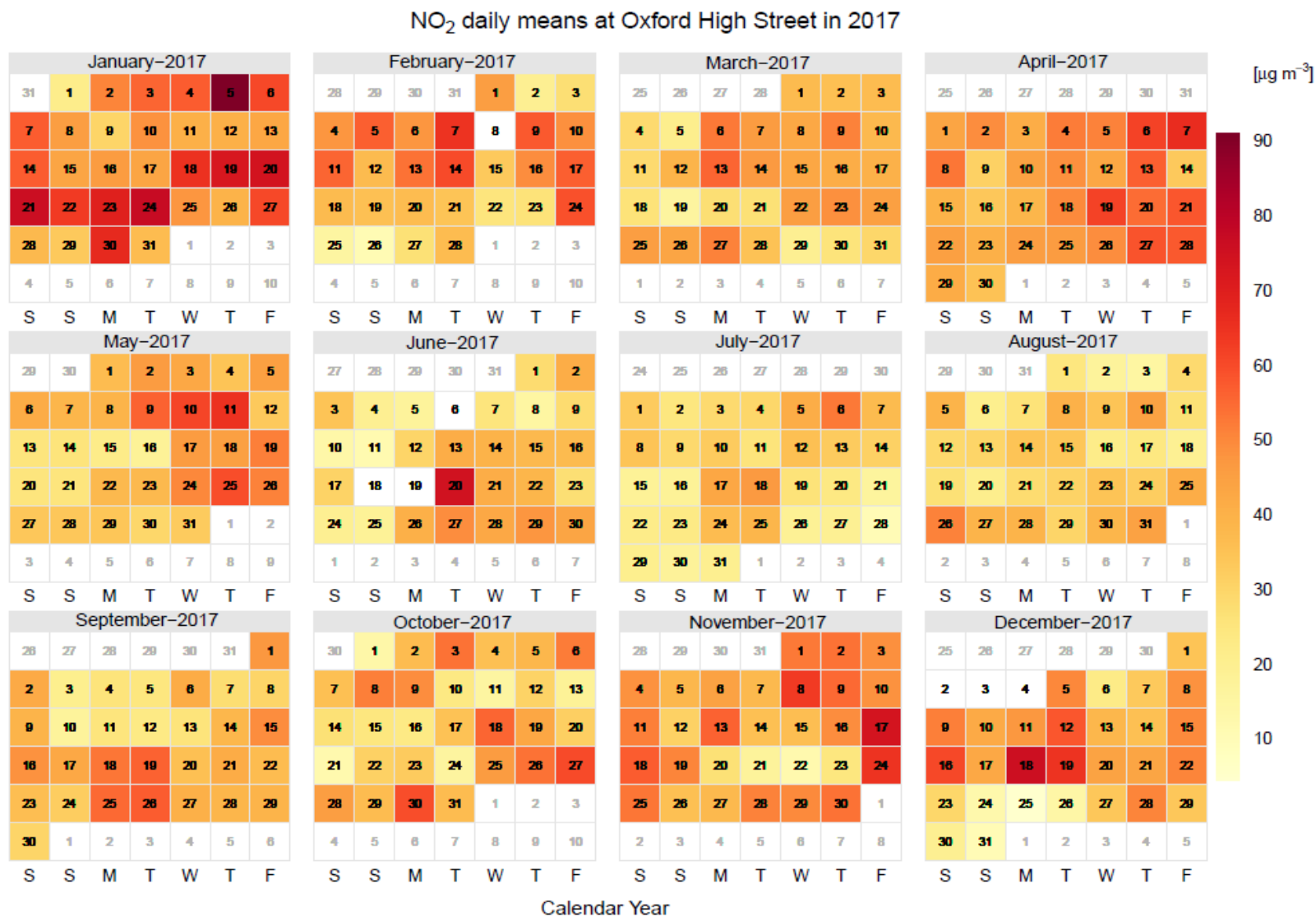
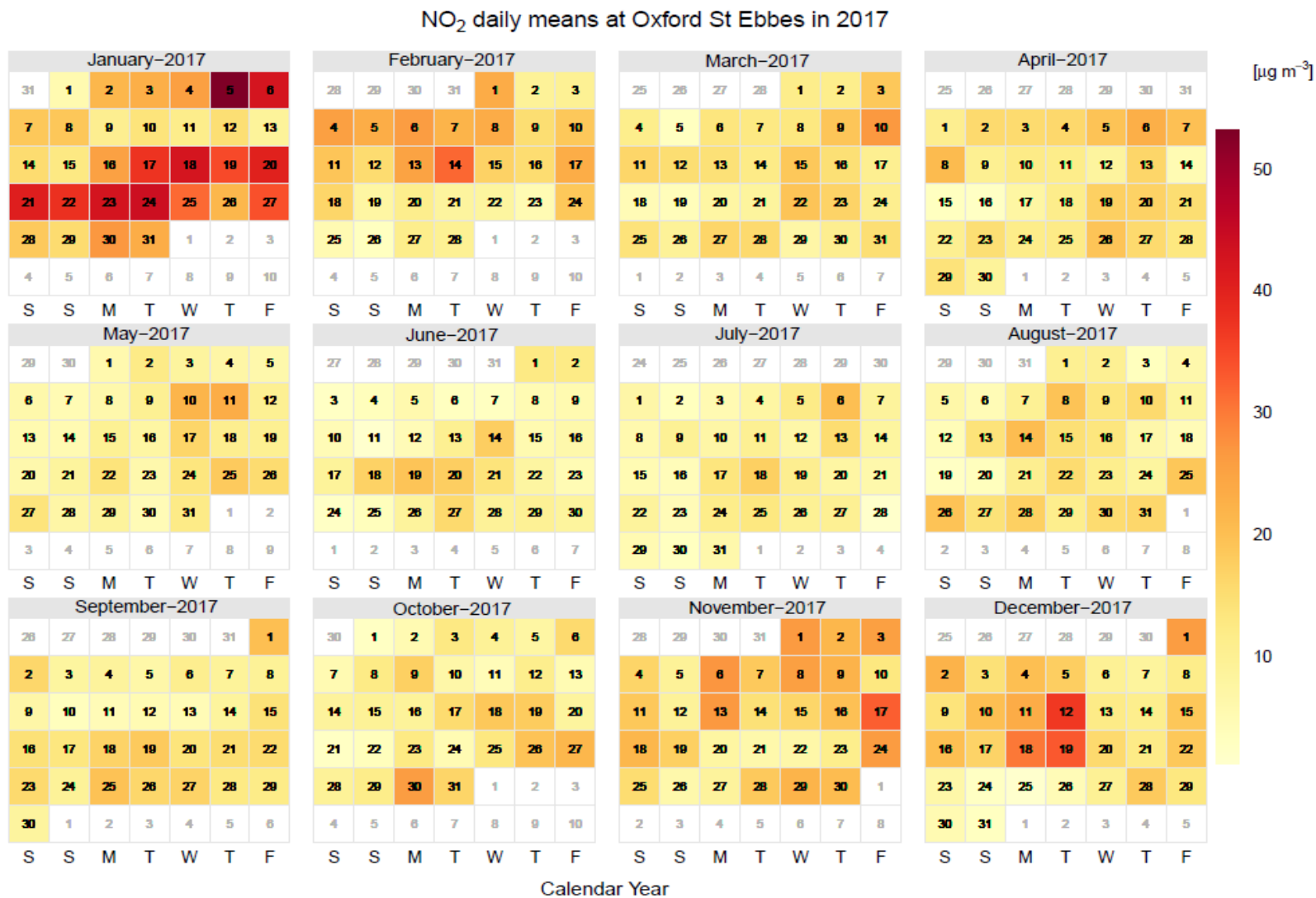


Figure D 2– Daily NO₂ averages at AURN automatic monitoring station of Oxford High Street along calendar year 2017



140

Figure D 3– Daily NO₂ averages at AURN automatic monitoring station of Oxford St Ebbe’s along calendar year 2017



141

Appendix E: Summary of Air Quality Objectives in England

Figure E 1– Air Quality Objectives in England

Pollutant	Air Quality Objective ¹	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM _{2.5}) ⁵	25 µg/m ³	Annual Mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean
Ozone (O ₃)	100 µg/m ³ not to be exceeded over 10 days a year	8-hour mean

¹ The units are in micrograms of pollutant per cubic metre of air (µg/m³).

⁵ Non-mandatory target value, to be achieved by 2020.

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQ	Air Quality
AQS	Air Quality Strategy
AQI	Air Quality Index
AURN	Automatic Urban and Rural Network
ASR	Air quality Annual Status Report
CAZ	Clean Air Zone
CBTF	Clean Bus Technology Fund
DEFRA	Department for Environment, Food and Rural Affairs
DSPs	Delivery and Servicing Plans
EC	European Commission
ED	European Directive
EVs	Electric Vehicles
FDMS	Filter Dynamics Measurement System
FoE	Friends of the Earth
GULOP	Go Ultra Low Oxford Project
JSNA	Joint Strategic Needs Assessment
LAQM	Local Air Quality Management
LAQM PG 16	Local Air Quality Management Policy Guidance 2016

LAQM TG 16	Local Air Quality Management Technical Guidance 2016
LA's	Local Authorities
LEZ	Low Emission Zone
LTP	Local Transport Plan
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
NO	Nitric Oxide
OAQG	Oxfordshire's Air Quality Group
O ₃	Ozone
OCC	Oxford City council
OLEV	Office for Low Emission Vehicles
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10 µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5 µm (micrometres) or less
QA/QC	Quality Assurance and Quality Control
SCR	Selective Catalytic Reduction
STOP	School's Tackling Oxford's Air Pollution
TEOM	Tapered Element Oscillating Micro Balance
UK	United Kingdom
ULEV	Ultra Low Emission Vehicle
VOCs	Volatile Organic Compounds
WHO	World Health Organisation
ZEZ	Zero Emission Zone

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- 4- Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006.
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- 9- <https://www.nejm.org/doi/full/10.1056/NEJMoa1702747>
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Performance Summary Scrutiny Committee

Green = target met
Amber = within tolerance
Red = outside tolerance

Trends compare relative performance with
Prd: previous month
Prev Year End: previous March

Jun-2018

Year on Year: the same period from the previous year

Measure		Owner	Result 2017/18	Latest Data		Year End Target 2018/19	RAG	Trends		Comments
Ref	Description			Target	Result			Prd	Year on Year	
BIT019i	BIT019i: % all contact carried out online	Helen Bishop	38.5%	40.0%	37.3%	40.0%	A	↓	↓	Online transactions were marginally up (+0.32%) over May 2018, although still significantly down over the same month in 2017/18 (-17.6%) due to the loss of Oxpens Parking Permit forms. Calls also increased by 5.6% in June, negatively impacting on overall performance
WR001 147	WR001: Number of people moved into work by the Welfare Reform Programme	Paul Wilding	65 Number	9 Number	5 Number	42 Number	R	↑	↓	Below target at present, but this early in the FY no intervention needed as this measure can be very up and down each month and still largely on track for EOY.
BV009	BV009: Percentage of Council Tax collected	Tanya Bandekar	97.79%	98.00%	30.80%	98.00%	R	↑	↑	By 30/06 we had collected £26.7m of 2018/19 Council Taxes that equates to 30.8% of the year's total. We were £265k down on the end of June profiled target of 31.1% but pleasingly up on last year's equivalent result of 30.69%. The collection rate for 2017/18 has moved on from 97.79% on 31/03/2018 to now 98.47%.
BI001	BI001: The % of Council spend with local business	Amanda Durnan	59.80%	54.00%	68.10%	54.00%	G	↓	↑	On target.
Measure		Owner	Result	Latest Data		Year End	RAG	Trends		Comments

Ref			2017/18	Target	Result	Target 2018/19		Prd	Year on Year	
CS025	CS025: Percentage of Business Rates Collected	Tanya Bandekar	96.40%	98.50%	31.59%	98.50%	R			Business Rates collection remains very good. By 30/06 we had collected £33.6m which is 31.59% of the total 18/19 collectable debit of £106.5m. We had collected £1.7m in excess of the end of June profiled target of 30%, and are also up on last year's equivalent result. Due mainly to the Westgate Shopping Centre this year's rates debit is over 14% higher than the figure in 17/18. Collection of arrears has also been impressive with the £4.8m carried forward on 01/04 reducing to £2.7m by 30/06.
CS054	CS054: Time taken to determine DHP applications	Paul Wilding	11 Working Days	10 Working Days	11 Working Days	10 Working Days	A			Slightly over target, but good performance with a caseworker down. Hope to move back within 10 days as year goes on.
LG002	LG002: Achieve the electoral registration household registration rate.	Lindsay Cane	Not recorded	96.00%	96.00%	96.00%	G			This is an annual measure and will be updated in January 2019.
148										
CH001	CH001: Days lost to sickness	Paul Adams	8.69 days	1.74 days	1.36 days	7.00 days	G			Sickness absence levels across the council are within the revised target of 7 days per FTE for 2018/19. A series of training mental health awareness sessions have been delivered by MIND in key service areas to managers with the skills, knowledge and confidence to address mental health issues in the workplace. A more comprehensive mental health programme has been finalised which will be launched in the autumn, with associated communications campaign, training and on-line support material. In addition to this planned activity HR Business Partners continue to work within their service areas to provide guidance, support and challenge to line managers in relation to absence casework, the use of relevant policy and procedure and timely management referrals to People Asset Management (PAM).

Measure		Owner	Result	Latest Data		Year End Target 2018/19	RAG	Trends		Comments
Ref			2017/18	Target	Result			Prd	Year on Year	
ED002	ED002: Implementation of measures to reduce the city council's carbon footprint by 5% each year	Paul Robinson	461 Tonnes	0 Tonnes	75 Tonnes	429 Tonnes	G			Continued planning for installation of 100kWp Solar PV car port at Leys pool, planning application decision pending. Further work in developing solar pv install at Cutteslowe Depot. Ongoing install of LED lighting at St Aldates Chambers assessment of renewable energy electricity purchase (on HH supplies _ and CO2 reduction offset benefit- est impact of 53ftCO2 at current CO2 conversion covering purchase from 1 April 18 to 30 Sep 18.
LP119 149	LP119: The number people taking part in our youth ambition programme	Ian Brooke	6,022 Number	1,500 Number	1,423 Number	6,000 Number	A			The programme is slightly under target but within tolerance. The full monitoring information has not been received at this early stage of the year for our funded programmes.
CS003	CS003: Customer calls answered on the council's main telephone service lines without hanging up	Helen Bishop	95.49%	95.00%	94.34%	95.00%	A			18,286 calls offered and 17,251 answered – 71 more calls than June 2017. From 1 st June we successfully transferred the Housing Needs calls from the Applications Team into the Contact Centre. We had previously trained over 30 Customer Service Officers in advance to handle these calls and re-routed the calls to the Contact Centre by updating the options in our telephony system. We worked closely with the Applications Team to ensure that support and help was provided to CSOs if they had any queries where they were unsure of what to do.

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Appendix 1 - Additional comment on the performance of the Benefits Service

Subject: Sample data testing for errors in Benefit application processing % of errors found over what period of time and how many samples tested.

The Benefit service so far for this year has had a number of projects for checking. These projects have been undertaken in this financial year and will continue throughout the year as we continually review our trends of claim management. So far the projects are:

- a) 100% check of all new claims received from November 2017 to May 2018. This was checking of 1040 claims and resulted in a 98.07% accuracy rate with 20 claims being incorrect. This project was identified to ensure that the staff were paying the correct claim and signposting to the DWP for Universal Credit correctly.
- b) 100% of claims which were being paid outside of the Oxford City Council boundary (this is legally correct under the old rules, but cannot for Universal Credit rules) of which resulted in 215 claims identified. Of these, 3 errors were found resulting in a 98.6% accuracy. Overpayments created as a result of this checking have been written off as LA error.
- c) A 4% check of all work for the staff is completed weekly. Due to the amount of checking that has already been undertaken so far, there is a delay in this work being up to date. We are expecting this work to be up to date by the end of September.
- d) 100% of claims where there are 3 children in the family. This has been created to ensure that families which are currently restricted under the 2 child rule are being asked to provide details of their working tax credit letter which shows a 3 child award and therefore the family could receive more entitlement. This so far has been 158 claims identified on our caseload and 15 are incorrect. This is a 90.5% accuracy. Of those 15 claims, the service has written to these people to increase their entitlement.

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Scrutiny recommendation tracker 2018/19 – September 2018

Recommendations from the Companies Scrutiny Panel to 2 August Shareholder Group meeting

Recommendation	Agree?	Comment
1. Councillor Community Infrastructure Levy projects, where appropriate, should use ODS as the preferred contractor to carry out the work. This should not however affect the Council's duty to secure best value from its contracts.	Yes	It is within the gift of councillors to define which organisations (such as Oxford Direct Services) carry out CIL works as part of the CIL application process.
2. The Shareholder Group receives a more comprehensive scorecard of financial indicators as part of subsequent quarterly reports. This should include longer term projections for revenue and capital expenditure, including service level breakdowns with overhead costs, and progress updates on major contracts and projects	Yes	

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