

Agenda

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Scrutiny Committee

Date: **Tuesday 2 July 2013**

Time: **6.00 pm**

Place: **St Aldate's Room, Town Hall**

For any further information please contact:

Pat Jones

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Scrutiny Committee

Membership

Chair	Councillor Mark Mills	Holywell;
Vice-Chair	Councillor Gill Sanders	Littlemore;
	Councillor Mohammed Abbasi	Cowley Marsh;
	Councillor Mohammed Altaf-Khan	Headington Hill and Northway;
	Councillor Jim Campbell	St. Margaret's;
	Councillor Van Coulter	Barton and Sandhills;
	Councillor Roy Darke	Headington Hill and Northway;
	Councillor James Fry	North;
	Councillor Ben Lloyd-Shogbesan	Lye Valley;
	Councillor Michele Paule	Rose Hill and Iffley;
	Councillor Craig Simmons	St. Mary's;
	Councillor Val Smith	Blackbird Leys;

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AGENDA

Pages

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

3 WORK PROGRAMME PLANNING

1 - 30

Contact Officer: Pat Jones (Principal Scrutiny Officer), Tel 01865 252191, phjones@oxford.gov.uk

Background Information
The Scrutiny Committee operates within a work programme and this now needs to be set for the year 2013-2014.
Why is it on the agenda?
This report presents the suggestions made for the work programme along with the decisions already made by the Committee on carry forward items. Scrutiny Members now need to make their outline decisions for the rest of the programme.
Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer, will present the work programme, answer questions and support the Committee in their decision making.
What will happen after the meeting?
The Programme will be drawn up in outline.

4 REPORT BACK ON RECOMMENDATIONS AND FORWARD PLAN

31 - 44

Contact Officer: Pat Jones (Principal Scrutiny Officer), Tel 01865 252191, phjones@oxford.gov.uk

Background Information
Scrutiny has asked to consider decisions about to be made by the City Executive Board and Council and also see the result of any scrutiny recommendations.
Why is it on the agenda?
<p>This is the latest Forward Plan outlining decisions to be taken by City Executive Board or Council. Members are asked to select which items they wish to pre-scrutinise.</p> <p>Also included is the progress document on the Scrutiny Committees recommendations and for information the report outlining the recommendations made at the last meeting on Discretionary Housing Payments.</p>
Who has been invited to comment?
Pat Jones, Principal Scrutiny Officer.
What will happen after the meeting?
Reports will be called for and placed in the Scrutiny agenda.

5 FUSION LEISURE CONTRACT - PERFORMANCE AGAINST TARGETS 2012/13

45 - 70

Contact Officer: Ian Brooke Head of Leisure, Parks and Communities
Email: ibrooke@oxford.gov.uk Tele: 01865 252705

Background Information
Members have asked to scrutinise at the end of each year Fusion Leisure performance within the contract.
Why is it on the agenda?
<p>This report represents Fusion Performance for 2012/2013 and in response to member requests is shown overall and broken down by Leisure Centre. Performance targets are shown divided over:</p> <ul style="list-style-type: none">• Value for money.

<ul style="list-style-type: none"> • Increased participation. • Improvements in the quality of service. • Outreach work. • Carbon management. <p><i>There is a not for publication appendix attached at agenda item 10.</i></p>
Who has been invited to comment?
Councillor Rowley, Board Member for Leisure Services, Ian Brooke, Head of Service for Leisure, Parks and Communities and Lucy Cherry, Leisure Manager will attend to answer the Committees questions.
What will happen after the meeting?
Any recommendations will be passed to the Board Member or the City Executive Board for consideration.

6 YOUTH AMBITION STRATEGY - CONSULTATION OUTCOME

71 - 120

Contact Officer: Ian Brooke, Head of Leisure, Parks and Communities
 Email: ibrooke@oxford.gov.uk Tele: 01865 252705

Background Information
The Scrutiny Committee has asked to consider this report before decisions are made by City Executive Board.
Why is it on the agenda?
<p>The draft Youth Ambition Strategy was approved for public consultation by the City Executive Board on the 10th April 2013. The consultation enabled some feedback which has helped to further improve the strategy.</p> <p>It outlines the Council's approach to improving the life chances of young people, focusing on:-</p> <ul style="list-style-type: none"> • Joining up Oxford's services for young people • Creating inter-partner pathways • How we can more fully involve young people in how we develop and deliver services • Levering in additional resources • Inspiring young people to reach their potential • Prioritising this work in the areas of greatest need.
Who has been invited to comment?
Councillor Lygo (on behalf of Councillor Clack) Board Member for

Parks and Sports and Ian Brooke, Head of Leisure, Parks and Communities will attend to answer the Committee's questions.
What will happen after the meeting?
This report is being considered at the City Executive Board on the 10 th . July. Any scrutiny recommendation will be considered at that meeting.

7 LOW EMISSION STRATEGY AND AIR QUALITY ACTION PLAN

121 - 200

Contact Officer: Roger Pitman, Environmental Development Officer
 Email: rpitman@oxford.gov.uk Tele: 01865 252380

Background Information
The Scrutiny Committee has asked to consider this report before decisions are made by City Executive Board.
Why is it on the agenda?
In December 2011 CEB approved a Sustainability Strategy for Oxford. The Sustainability Strategy focuses on a number of core themes including Climate Change and sustainable energy, and Sustainable Transport and Air Quality. This report presents two policies linked to the Sustainability Strategy:- <ul style="list-style-type: none"> • Low Emission Strategy and; • Air Quality Action Plan
Who has been invited to comment?
Councillor Tanner, Board Member for Cleaner, Greener Oxford and Roger Pitman, Environmental Development Officer will attend to answer the Committee's questions.
What will happen after the meeting?
This report is being considered at the City Executive Board on the 10 th . July. Any scrutiny recommendation will be considered at that meeting.

8 MINUTES

201 - 208

Minutes of the meeting held on 4th June attached.

9 DATES OF FUTURE MEETINGS

Meetings are scheduled as follows:-

5th September 2013 – **please note change of date**
1st October 2013
5th November 2013
3rd December 2013
14th January 2014
4th February 2014
4th March 2014
1st April 2014

All meetings start at 6pm.

10 EXEMPT MATTERS

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

The Committee may maintain the exemption if and so long as in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The public interest in maintaining the exemption is recommended to be in order not to compromise commercially sensitive information.

PART II: MATTERS EXEMPT FROM PUBLICATION

Part II Exempt Business

Not for publication – Paragraph 3, Schedule 12A of the Local Government Act 1972 – information relating to financial or business affairs.

11 FUSION LEISURE CONTRACT - PERFORMANCE AGAINST TARGETS 2012/13

209 - 210

Not for publication annexe to the report at agenda item 5.

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.

¹ 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.

To: The Scrutiny Committee

Date: 2nd. July 2013.

Report of: Head of Law and Governance.

Title of Report: Scrutiny Work Programme Planning 2013 – 2014 outcomes.

Summary and Recommendations

Purpose of report: To allow committee members to consider suggestions made for the work programme and begin to plan their work for the coming year.

**Scrutiny Lead Member: Councillor Mark Mills (Committee Chair)
Councillor Gill Sanders (Committee Vice Chair)**

Recommendations:

1. Consider the Forward Plan and decide which reports it wishes to pre-scrutinise. This is an ongoing monthly exercise.
2. Decide on any Standing Panel(s) and agree their remit and Lead Member.
3. Agree to invite the Board Member for Community Safety to discuss the crime and safety issue for the programme.
4. Decide if it wishes to pursue issue/topic suggestions any further.
5. Look at the suggestions for Panels and decide which it wishes to explore further using the process in paragraph 12 below.
6. Decide if it wishes to review the “Service Level” set of performance indicators for focus.
7. Consider the performance, risk and finance information in the appendices and agree what is to be scrutinised and how this is to be done.

Introduction

1. Each year the committee sets a programme to guide its debates and inquiries for the coming year. This report is to allow members to set the outline of the programme for 2013/2014.
2. At the last meeting the Committee considered the general principles within which it would operate and these are included again below updated for the changes agreed by the Committee. Changes are shown in bold type.

Operating Principles

Operating Principle	Comment
<p>10 meetings are provided during the year to fit with the City Executive Board cycle.</p>	<p>Meetings are provided in this way to allow Scrutiny to pre-scrutinise reports/issues on their way to the City Executive Board for decision.</p> <p>The committee does not have to meet on all occasions provided and is able to add meetings at different times if this proves necessary.</p>
<p>There will be a Chair and Vice Chair elected by the committee who will administer the work programme outside of committee meetings.</p>	<p>Committee members will be encouraged to take themed leads to reflect the priorities of the scrutiny programme.</p>
<p>Panels will be commissioned to conduct more detailed scrutiny work.</p> <p>Panels do not have to be politically balanced but the Committee will use the following guide for appointment:</p> <p>All Panels should have between 3 and 6 members:</p> <ul style="list-style-type: none"> • 3 member Panel – 1 from each party or 2 from the administration plus 1 other. If a party does not want to take a place then committee agree on the allocation of that place. • 4 member Panel – 1 from each party plus another administration member. If a party does not want to take a place then committee 	<p>The Scrutiny Committee will continue to hold the Executive and Senior Officers to account publicly at committees but will also set Panels drawn from all non executive councillors to consider issues in more detail.</p> <p>Themed Lead Members will lead or actively engage with Panels within their area and report back to the Scrutiny Committee on progress and outcomes.</p>

<p>agree on the allocation of that place.</p> <ul style="list-style-type: none"> • 5 member Panel – 1 from each party plus another administration member. Committee agree the 5th. member. If a party does not wish t take a place the committee agrees on the allocation of that place. • 6 member Panel - 1 from each party plus another administration member and another opposition member. Committee agrees the 6th. member. If a party does not wish to take a place the committee agrees the allocation of that place. 	
<p>Panels and Standing Panels may have a degree of autonomy from the Scrutiny Committee.</p>	<p>The general principle is that the Scrutiny Committee commissions and scopes the work of Panels and therefore has final agreement on their recommendations. On occasions this may not be possible so Panels will then report directly to decision makers. This is most likely if the Scrutiny Committee sets Standing Panels.</p> <p>Recommendations from all Panels that go directly to decision makers will be circulated to all committee members for comment.</p> <p>No substitutions will be allowed on Panels.</p>
<p>Residents and other specialists will be co-opted onto the Committee and Panels as the subject matter dictates. The Committee will actively consider the appointment of a resident to sit as part of the Committee on a non voting basis.</p>	<p>If the committee feel that a Panel or a Committee debate will benefit from the advice or views of a citizen or expert these will be appointed.</p> <p>For the year 2013/2014 the resident appointed to the Housing Panel will sit as part of the Committee (unless a Housing Panel is set)</p>
<p>The work programme will consist of a number of issues for consideration informed by consultation with all</p>	<p>Items will be taken forward as resources allow and scoped before Panels are commissioned.</p>

<p>councillors. A points system will be used as a guide to prioritise consideration.</p>	<p>As a first principle all scrutiny will be done in public.</p> <p>The only movement from this will be with the agreement of the Committee at the time of scoping.</p> <p>Consideration will be given by the Scrutiny Committee to the hosting of a scrutiny conference in an effort to engage a wider audience in the formation of topic lists.</p>
<p>The management of the work programme will be with the whole Committee with the Chair and Vice-Chair taking an “organisational role” between meetings.</p>	<p>The Forward Plan will continue to be used as a tool to select items for pre-scrutiny.</p> <p>Scrutiny Members or any 4 other members will be able to put an item on the agenda of a Scrutiny Committee and all Councillor Calls for Action and Call Ins will be considered at a public meeting of the Scrutiny Committee.</p>
<p>Communication</p>	<p>The Scrutiny Chair will report regularly to Council on the work of the Scrutiny Committee and officers will take a regular slot on the member briefing sessions to update members and seek views and comments.</p> <p>The Scrutiny Committee may want to give consideration to varying the venue of Committee meetings.</p>

Work Programme 2013-2014

3. The resources available to the Committee fall into 3 groups:
 - Staff in Democratic Services – 1 Scrutiny Officer plus the equivalent of 1 Democratic Services Officer.
 - The time, skills and information provided by Senior Officers and City Executive Board Members who are required to attend and advise scrutiny.
 - The time and skills of scrutiny councillors and other non executive councillors.

4. The work programme framework has been agreed as:

- Forward committee agendas including the programme, items members wish to pre-scrutinise and those issues the committee choose as suitable for debate within a formal committee setting.
 - Should Committee agree, no more than 2 Standing Panels.
 - A list of topics/issues for review which will be taken forward as resources allow.
 - Updates from Panels.
 - A record of all recommendations and outcomes along with accompanying reports.
5. In addition the Committee will use the following scoring guide to prioritise the topics/issues it takes forward:

Scoring

Should any of the negatives be present the topic falls otherwise the issue should score at least 3 in the positives.

Positive attributes (score 1 for each bullet point)

- The subject matter is contained and focused.
- Some degree of clarity exists about what members might expect to see as measures of success.
- Links to an objective of the organisation.
- Links to or has a significant impact in communities.
- Broad members support exists for the issue or topic.

Negative attributes

- Some other group is already working on the issue.
 - Topic is too large scale and therefore difficult to provide focus and commit resources.
 - No clear measure of success.
 - Polarised support either within the organisation or Member Groups.
6. The Committee decided to continue with 5 of the 6 on-going Panels and agreed that most of these should finish in September/October 2013. This means that new issue based Panels cannot begin immediately but the Committee needs to begin to plan the programme.
7. It is an important principle that the scrutiny committee considers the views of as wide a group as possible when deciding the issues it pursues. As in previous years all councillors have been asked to suggest their priorities for the scrutiny programme and encouraged to think as both representatives of wards and members of the Council.

For the first time the response has been disappointing, the suggestions made are at Appendix 1. Given that the Committee is unlikely to take new issues forward until the autumn members may want to pursue this further but should not delay in beginning to plan the programme.

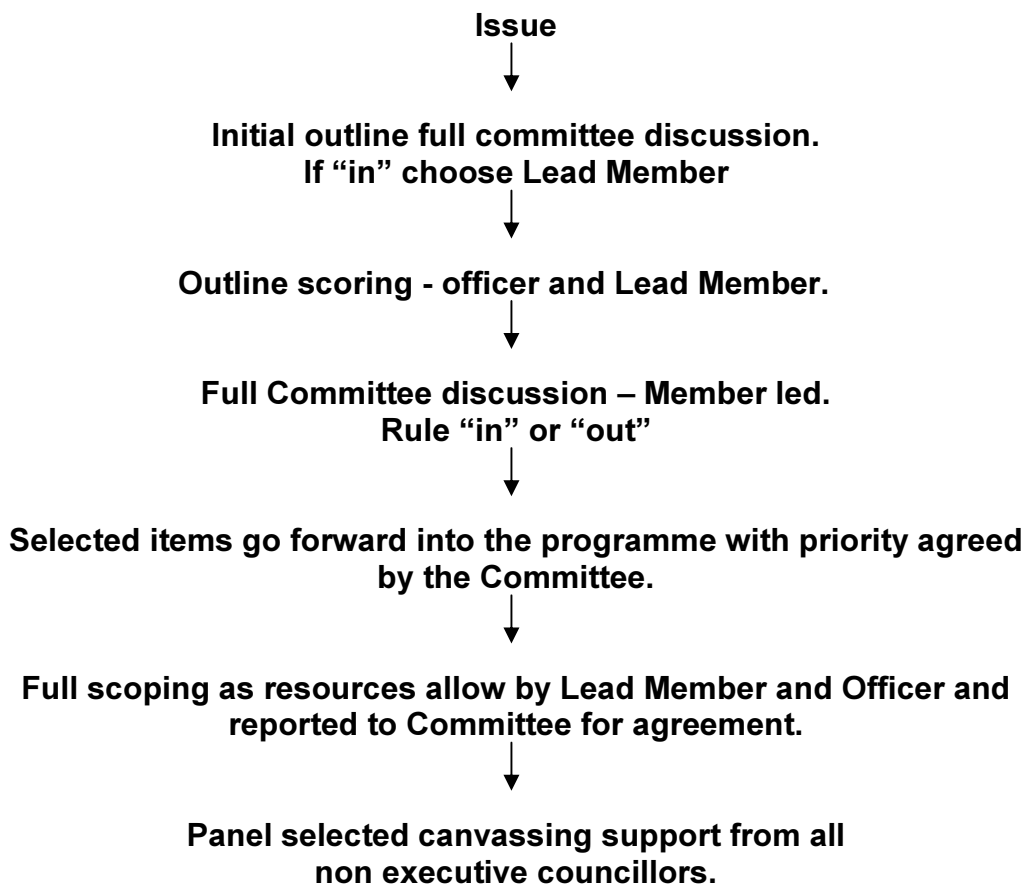
8. It is a requirement for the Council's Scrutiny Committee to consider 1 item each year that is related to crime and safety issues. This can be directly or indirectly related and Committee is asked to invite the Board Member leading in this area to attend and provide information on current issues and challenges to inform their choice. The Board Member is also the Council's representative on the Police and Crime Panel (scrutiny body for the police and Crime Commissioner) and this will also provide an opportunity for a discussion on any mutual opportunities for scrutiny.
9. The Committee has in the past few years set a Housing Standing Panel to consider housing issues both landlord and strategic. Last year the Council agreed a strategy to improve tenant and resident involvement and included in that is the development of a Tenant Scrutiny Panel. Officers are recruiting to this Panel now and the aim is that all the scrutiny of "consumer issues" will be conducted within this and the wider tenant and resident involvement function. The Scrutiny Officer has written into the terms of reference of the Tenant Scrutiny Panel a twice yearly opportunity for tenants and representatives from this Committee to meet informally to discuss issues of mutual interest. Members can still scrutinise any issues they wish but members are advised to consider where housing issues can be most effectively dealt with and to avoid duplication.
10. In addition the committee has considered the end of year combined performance, finance and risk report and agreed to use this as a further tool to focus the work programme. The Council also has an extended number of performance indicators at "Service Level". Amongst this set are a number that scrutiny councillors have focused on in the past. These are not included here but members may wish to review this set to see if there are any in this large group that they wish to focus on. Attached are the following documents:
 - Appendix 2 – Detail of performance against Corporate Plan measures 2012/2013.
 - Appendix 3 – Corporate Plan measures for 2013 - 2014 with the latest performance (April).
 - Appendix 4 – Lines of inquiry from the end of year combined report where financial issues were highlighted either by the Committee or the report.

Next Steps for Work Programme Planning

11. The Committee needs to do a number of things now:

- Consider the Forward Plan and decide which reports it wishes to pre-scrutinise. This is an ongoing monthly exercise.
- Decide on any Standing Panel(s) and agree their remit and Lead Member.
- Agree to invite the Board Member for Community Safety to consider the crime and safety issue for the programme.
- Decide if it wishes to pursue issue/topic suggestions any further.
- Look at the suggestions for Panels and decide which it wants to explore further using the process in paragraph 12 below.
- Decide if it wishes to review the “Service Level” set of performance indicators for focus.
- Consider the performance, risk and finance information in the appendices and agree what is to be scrutinised and how this is to be done.

12. Issue selection process:



13. Once outline decisions have made officer will work with the Chair and Vice Chair to form the outline programme.

Report Author: Pat Jones Principal Scrutiny Officer – Law and Governance
 Email: phjones@oxford.gov.uk Tele: 01865 252191

Work Programme Suggestions - Members

Labour Group

Suggestion	Comment
Street Trading and Busking in the City Centre.	
Tracking the experience of a few families affected by Benefit Changes	
Allocations Policies – Are they “right” in the current circumstances and how can we communicate this better.	
Decent Homes standards where do we go from here.	
Regeneration for the long term. How do we do this, how do we engage people in ideas and planning, are partnership working well, are budgets sufficient for ambitions.	
The method by which the scale of new buildings and extensions is indicated in planning applications, in particular an evaluation of the agreed pilot scheme based on the practice in Swiss Cantons.	
<p>KRM programme and the achievement of:</p> <ul style="list-style-type: none"> - Looked after children - Boys - Pakistani background children <p>Have there been any knock on effects of the reading programme in</p>	

<ul style="list-style-type: none"> - Borrowing from libraries - Attracting helpers/volunteers into schools 	
<p>To scrutinise the satisfactions KPI on repairs and maintenance to understand why the 97% satisfaction rates does not seem to correlate with what councillors here from their constituents. Possibly get beneath dissatisfaction and why this doesn't come through in "official" results.</p>	

Green Group

Suggestion	Comment
<p>Council Tax exemptions. Are these being applied consistently and managed.</p>	

Liberal Democrat Group

Suggestion	Comment
<p>Houses in Multiple Occupation (HMOs)</p>	
<p>Benefits</p>	
<p>Flooding and sewage in Northway</p>	
<p>Use of social media by the Council</p>	
<p>How the Council provides services to students</p>	
<p>Supporting economic growth in the City (Covered Market panel already)</p>	

Appendix 4

Financial Issues from the 2012 -2013 Integrated report raised at the last meeting.

More detail on these issues was discussed at the last meeting and members can find details in the Integrated Report published on the last Scrutiny agenda.

1. The challenge of meeting on-going efficiency targets along with the challenge of delivering a large Capital Programme. The City Executive Board has been advised by officers to expect a 12% reduction in Revenue Support Grant.
2. The level of contingencies and the agreement to look at the feasibility of pooling some risks. (Agreed scrutiny recommendation)
3. The effects of Business Rates changes.
4. The financial and social risks around Welfare Reform.
5. Despite good financial performance in the Council overall there were issues of overspending in the services forming Organisational Development and Corporate Services. Some of these were for one off events and pressures. The base budget has been adjusted and the report calls for more intense scrutiny of spending in some of these services. The report mentions performance issues in this area that can be seen in the Corporate Performance tables.
6. Fee income mainly in Building Control and Planning.
7. Direct Services ability to bid for and win contracts going forward.

Performance Summary for











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

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	

An Efficient and Effective Council

	CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	91.00%	70.00%	70.00%				<p>Satisfaction at year end is at target. It dipped slightly in March as a result of lower satisfaction in the Customer Service Centre. We are working with GoveMetric to increase satisfaction in this area.</p> <p>We were very close to achieving top ten performance on the phones and web in March. On the phones, we were 0.01% short of a top ten score and 0.04% on the web.</p>
	FN001	FN001: The cost per resident for delivering Council services	Nigel Kennedy	£162.13	£140.10	£168.15				
	FN002	FN002: The delivery of the Council's efficiency savings	Nigel Kennedy	5,422,000 £k	7,061,000 £k	7,182,000 £k				<p>There were in total £251,000 of efficiencies not delivered. However, mitigating efficiency factors totalling £137,000 were realised during 2012/13, but these were not enough to meet our target of £7,182,000</p>

11

Performance Summary for

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 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	PE001	PE001: Achievement and retention of IIP	Simon Howick	1 Milestone	3 Milestone	3 Milestone				Oxford City Council successfully achieved IIP accreditation in June 2011.





Cleaner Greener Oxford

Performance Summary for

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

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	DS010	DS010: Satisfaction with our street cleaning	Graham Bourton	69.00%	72.40%	71.00%				<p>The result has been calculated by taking those who replied very satisfied or fairly satisfied to the Talkback Survey questions about how satisfied they were with the cleanliness of their local area. Respondents who answered don't know or neither satisfied or dissatisfied were removed from the calculation as we cannot ascertain if they were or were not satisfied with the service. The result shows a 3% improvement since last year which can be attributed to the changes from the Streetscene Fundamental Service Review, which includes changes to working practices, standards of service and changes to staff structure with more emphasis on quality control.</p> <p>This result is provisional, as the final talkback survey report has not yet been</p>

13

Performance Summary for

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Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
					647				completed by the corporate team	
	ED002	ED002: The reduction in the city council's carbon footprint	Paul Spencer	315 Tonnes	647 Tonnes	530 Tonnes	↗	↗	↗	waste reduction to landfill due to recent building disposals (Blue Boar, Ramsay, Northway est 23tCo2) - plus est 5 tCO2 from improved recycling/food waste during 12/13. Energy efficiency upgrades at Public conveniences (Florence Park and Market Street, esdt 2 tCO2) total: 30 tCO2

14

Performance Summary for

Green = target met
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Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

15

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	NI191	NI 191 The Kg of waste sent to landfill per household (YTD)	Graham Bourton	412.96 kgs	422.63 kgs	450.00 kgs	↘	↘	↘	Our performance exceed target due to a number of initiatives to reduce residual waste and increase recycling rates. Initiates included: - Bin rebalancing in Barton, Blackbird and Greater Leys - 9 additional WEEE banks - HRA flats project - Improving the layout and signage at CRC sites, Ferry Pool and Tesco - Work to encourage residents to use the food waste service
	NI192	NI192 Household waste recycled and composted (YTD)	Graham Bourton	45.0%	48.0%	50.0%	↗	↗	↗	The year end recycling rate was 48.08% which is a 4.87% improvement on the 2011/12 recycling result. This figure includes an agreed 3.5% year end adjustment for "street sweep arisings" to give a like for like comparison on previous years.

Performance Summary for

Green = target met
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Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	ED014	ED014: Reduction in the Council's water consumption (cubic metres)	Paul Spencer	Not Recorded	3,141 Number	4,711 Number				awaiting confirmation of Hinksey Pool leak repair - early indications are that leak is fixed which will mean a ca 10000m3 per annum saving if confirmed

Meeting Housing Need

	ED001	ED001: The number of individual HMO's subject to agreed licence provisions	Ian Wright	1,113 Number	2,545 Number	2,180 Number				<p>Exceeded the 12/13 annual target for new licences, renewals are now picking up.</p> <p>Now ready to start working toward 13/14.</p> <p>Since Jan 13, the team have been working on development of new ICT systems and refining processes. Hence the slightly slower pace month by month.</p>
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Performance Summary for

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Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	HC001	HC001: The % of Council tenants satisfied with landlord services	Stephen Clarke	87.00%	87.00%	80.00%	➡	➡	➡	The STAR survey will be sent out shortly so as to reflect a full year's tenant experience. A result will be reported in July for the 2012-13 financial year. The current data reflects performance for 2011-12.

17

Performance Summary for

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

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	NI156	NI 156: The number of households in Oxford in temporary accommodation	Stephen Clarke	129 Number	120 Number	120 Number	↗	↗	↗	After being significantly over target for the past 4 months, the year end figure was on target. A number of new lettings into social housing, and the prompt ending of some placements in March, significantly contributed to this result. Some over-allocation of homeless families with a two bed need into social housing was also required. The Options team continue to focus on early homelessness prevention and to only place into TA as a last resort. Access to PRS accommodation continues to be challenging (110 new starts in 12/13 against a target of 130 - the previous years performance). We currently have 50 households at risk of homelessness that are waiting for us to assist them into the PRS – as an alternative to accepting a statutory duty. Many landlords with whom we

Performance Summary for

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Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

19

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
										have had a long term relationship are now starting to exit the 'Housing Benefit market'. The number of social rented properties available for letting also fell in 12/13 (to 492, from a prediction of 547) due to less new build units, but also much less turnover of stock that is usually experienced.
	CA001	CA001: Delivering a programme of new homes at Barton	Jane Winfield	3 Milestone	3 Milestone	3 Milestone	➡	➡	➡	On target for LLP - Planning application due May 2013 . Affordable housing purchase must be escalated re procurement of Development Management and Employers Agent services .





Strong and Active Communities

Performance Summary for

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

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	HC002	HC002: The number of young people attending our Holiday Activity Programme	Ian Brooke	1,377 Number	1,293 Number	1,200 Number				We have exceeded the target number of young people attending our holiday activities. An evaluation report is currently being written, which highlights issues that we have had this year with data quality. Early findings from the report show that the activities were delivered to a wide range of ages and that many of the attendees came from the more deprived geographic areas within Oxford that were specifically targeted by the activities.

Performance Summary for

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

Trends compare relative performance with
 Prd: previous month

Prev Year End: previous March

Mar-2013

Year on Year: the same period from the previous year

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	NI008	NI008 The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	Ian Brooke	25.9%	26.4%	26.0%				<p>Sport England's Active People survey is an annual survey that measures the percentage increase in numbers of adults taking part in regular sport.</p> <p>The interim result of 26.4% places Oxford City in the top quartile of all districts within the Country and is a 5.7% increase from the baseline figure of 20.7 which was recorded in 2005/6.</p>
	PC018	PC018: Satisfaction with our neighbourhoods	Hamera Plume	86.0%	83.8%	87.0%				<p>Satisfaction with the local area as a place to live has fallen from 86% in 2011 to 83.8% for 2012. Significant reductions in satisfaction have been seen in Cowley (-14%) and the South East (-12%) of the city as well as amongst disabled (-18%) and non-white (-6%) residents. Highest rates of satisfaction were in Central (95%) and Northern (93%) areas of Oxford.</p>

21

Vibrant and Sustainable Economy

Performance Summary for





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

Trends compare relative performance with
 Prd: previous month

Prev Year End: previous March

Year on Year: the same period from the previous year

Mar-2013

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	BI001	BI001: The % of Council spend with local business	Jane Lubbock	42.00%	42.00%	42.00%				During March the council awarded the boiler maintenance contract, consultancy for Rose Hill and educational attainment to OX postcode companies. The new areas of spend will support the council in increasing local spend during 2013-14.

Performance Summary for

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

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Mar-2013

23

Corp?	Measure		Owner	Result 2011/12	Result	Year End Target 2012/13	Trends			Comments
	Ref	Description					Prd	Prev Year End	Year on Year	
	BI002a	BI002a: The number of training places and jobs created through Council investment projects and other activities	Jane Lubbock	39 Number	197 Number	246 Number	↗	↗	↗	A number of new jobs have been created this year through the letting of properties in the City: 70 jobs from National Motion at Ramsey House, 15 jobs at 33/35 George St, 10 jobs Formula One Car Repairs at Oxpens Rd, 18 jobs were created with the opening of the hotel on St Michael Street, 45 jobs at Bills Restaurant in Northgate Hall and one job created at the Westgate Kiosk. It is positive that despite key projects such as the competition pool being delayed that the council through its work has still been able to create new jobs in the city.
	BI002b_1 2-13	BI002b_12-13: The proportion of apprenticeships created through Council investment that live in Oxford City	Jane Lubbock	Not Recorded	64%	60 %	↘			This year Oxford City Council has recruited fifteen new apprentices bringing the total number currently employed as at the end of 2012-13 to twenty two. Fourteen of these are local to Oxford City.

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Performance Summary for Oxford

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

Strategic Performance Summary

Apr-2013

Trends compare relative performance with
Prd: previous month
Prev Year End: previous March
Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year	
Vibrant and Sustainable Economy											
25	BI001	BI001: The % of Council spend with local business	Jane Lubbock	42.00%	42.00%	42.00%	44.00%	➡	➡	➡	Figure based on data provided by Spikes Cavell and based on historic spend. More accurate data will be available via Aggresso during year.
	BI002a	BI002a: The number of training places and jobs created through Council investment projects and other activities	Jane Lubbock	197 Number	180 Number	197 Number	586 Number	➡	➡	➡	Awaiting outcome of legal challenge to the competition pool and the award of contracts to commence work on tower blocks and affordable homes.
	BI002b	BI002b: The number of Council apprentices created through Council investment for those who live in Oxford	Simon Howick	22 Number	20 Number	14 Number	20 Number	⬇	⬇	➡	There are currently 22 apprentices at OCC, with 14 (64%) living in Oxford. An upcoming Electrical Apprentice vacancy will be the next opportunity to target and recruit candidates from within the city. The next large cohort is not due to be recruited until September 2014 (with a budget commitment to be repeated in September 2016).
	PC019	PC019: To achieve results for Oxford city schools that are 10% above the national average for KS2 by April 2015	Val Johnson	Not Recorded	Not Set		68.0%				
Meeting Housing Need											

Performance Summary for Oxford

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Strategic Performance Summary

Apr-2013

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments	
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year		
Meeting Housing Need												
26	Meeting Housing Need	ED001	ED001: The number of individual HMO's subject to agreed licence provisions	Graham Eagle	2545 Number	2545 Number	2657 Number	2950 Number	↗	↗	↗	A succesful start to the new fincanial year. The team are also undertaking a number of projects to improve efficiency within the HMO licensing process. This will allow more time for enforcement activities to find those properties that may not have applied for a licence yet and for the expected increase in renewal applications this financial year.
	HC014	HC014: Number of new Rough Sleepers spending a second night on the streets (snapshot count)	Stephen Clarke	Not Recorded	0 Number	1 Number	0 Number					A snapshot count was done in February.
	HC015	HC015: Capital investment in Council housing	Stephen Clarke	Not Recorded	Not Set		Not Set					Not updated
	HC016	HC016: Number of affordable homes for rent delivered	Stephen Clarke	Not Recorded	0 Number	0 Number	4 Number					
	HC017	HC017: Tenant satisfaction with their estates	Stephen Clarke	Not Recorded	0%	0%	75%					Annual measure - survey will be done at year end.
	NI156	NI 156: The number of households in Oxford in temporary accommodation	Stephen Clarke	120 Number	120 Number	117 Number	120 Number	↗	↗	↗		

Performance Summary for Oxford

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Strategic Performance Summary

Apr-2013

Trends compare relative performance with
 Prd: previous month
 Prev Year End: previous March
 Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year	
Strong and Active Communities											
27	LP119	LP119: The number of young people accessing youth engagement projects and activities outside school hours	Ian Brooke	Not Recorded	500 Number	538 Number	5250 Number				Calculation of variables to be finalised for May 13 reporting. Excluded in the actual reported for Apr 13 are individual participants in Positive Futures Sessions (excluding Saturday Football) Youth Ambition Grant funded projects, Street Sport sessions Friday night sessions. Number due to be finalised.
	NI008	NI008 The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	Ian Brooke	26.4%	25.5%	26.4%	26.0%	➡	➡	➡	Sport England's Active People survey is an annual survey (December) that measures the percentage increase in numbers of adults taking part in regular sport. The interim result of 26.4% places Oxford City in the top quartile of all districts within the Country and is a 5.7% increase from the baseline figure of 20.7 which was recorded in 2005/6.
	PC018	PC018: Satisfaction with our neighbourhoods	Sadie Paige	83.8%	87.0%	83.8%	89.0%	➡	➡	⬇	Performance is based on last year's survey, where the target of 87% was missed
Cleaner Greener Oxford											

Performance Summary for Oxford

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Strategic Performance Summary

Apr-2013

Trends compare relative performance with
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 Prev Year End: previous March
 Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year	
Cleaner Greener Oxford											
28	DS010	DS010: Satisfaction with our street cleaning	Geoff Corps	72.40%	71.00%	72.40%	73.00%	→	→	↗	<p>The result has been calculated by taking those who replied very satisfied or fairly satisfied to the Talkback Survey questions about how satisfied they were with the cleanliness of their local area. Respondents who answered don't know or neither satisfied or dissatisfied were removed from the calculation as we cannot ascertain if they were or were not satisfied with the service. The result shows a 3% improvement since last year which can be attributed to the changes from the Streetscene Fundamental Service Review, which includes changes to working practices, standards of service and changes to staff structure with more emphasis on quality control.</p> <p>This result is provisional, as the final talkback survey report has not yet been completed by the corporate team</p>
	ED002	ED002: The reduction in the city council's carbon footprint	Paul Spencer	647 Tonnes	0 Tonnes	117 Tonnes	503 Tonnes	↘	↘	↗	<p>117tCO2 carry over excess from 12/13 reporting finalising specifications for a range of salix funded lighting (mainly LED) upgrade projects at the moment to be installed during 13/14.</p>

Performance Summary for Oxford

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Strategic Performance Summary

Apr-2013

Trends compare relative performance with
Prd: previous month
Prev Year End: previous March
Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year	
Cleaner Greener Oxford											
29	ED003	ED003: The number of enforcements carried out as a result of environmental offences	Ian Wright	Not Recorded	83 Number	74 Number	1000 Number				ED 74 (74 YTD) DS 0 (0 YTD) PL 0 (0 YTD) TVP 0 (0 YTD)
	NI191	NI 191 The Kg of waste sent to landfill per household (YTD)	Geoff Corps	422.63 kgs	37.10 kgs	35.14 kgs	445.00 kgs	↗	↗	↘	In April, the residual waste per household was 35.14Kg. Initiatives currently taking place to reduce residual waste is the food waste promotion currently being run, along with the student moving out campaign.
	NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	48.0%	41.2%	41.1%	50.0%	↘	↘	↘	In April, the recycling rate was 41.17%, this is made up of 12.21% compost and 28.96% dry recycling. The dry recycling rate is higher than the previous year and an additional 94 tonnes of recycling has been collected. The food waste tonnage has also increased by 14 tonnes when compared to the previous year. However due to changes in the street sweepings, the compost rate is lower by 3.73%. Year to date the recycling rate is 41.17%. Initiatives currently taking place to increase recycling are the on-going benefits of the HRA flat recycling project and the rebalancing exercises, along with the food waste promotion.

Performance Summary for Oxford

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Strategic Performance Summary

Apr-2013

Trends compare relative performance with
Prd: previous month
Prev Year End: previous March
Year on Year: the same period from the previous year

Objective	Measure		Owner	Result 2012/13	Latest Data		Year End Target 2013/14	Trends			Comments
	Ref	Description			Target	Result		PRD	Prev Year End	Year on Year	
An Efficient and Effective Council											
30	BIT019	BIT019: The level of self-service transactions that are carried out using the Council's website	Jane Lubbock	Not Recorded	1.50%	1.47%	18.00%				
	CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	70.00%	75.00%	76.00%	75.00%	↑	↑	↑	Satisfaction has increased by 2% compared to March's results. Phone satisfaction remains high at 91%. Satisfaction on the website and face to face has remained consistent.
	FN002	FN002: The delivery of the Council's efficiency savings	Nigel Kennedy	£7,061	£0	£0	£3,195	↓	↓	↓	Financial monitoring begins during May 2013
	PE001	PE001: Achievement and retention of IIP	Simon Howick	3 Milestone	2 Milestone	2 Milestone	2 Milestone	↓	↓	↓	Oxford City Council successfully achieved IIP Standard accreditation in June 2011. It will be assessed for IIP Gold in May 2014

FORWARD PLAN FOR THE PERIOD JULY - OCTOBER 2013

The Forward Plan gives information about all executive decisions (including "key decisions") the City Executive Board and Single Board Members are expected to take over the forthcoming four-month period. It also contains information about all key decisions Council officers are expected to take over the forthcoming four-month period. A "key decision", except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the key decision is made. The Forward Plan also contains information about matters that are likely to be taken in private.

Key decisions

A key decision as defined in Regulations means an executive decision which is likely:-

"(a) To result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function to which the decision relates; or

(b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards in the council's area.

The guidance figures for significant items in financial terms as far as the City Council is concerned is £500,000.

Private meetings

Part or the whole or some or all of the items in this Forward Plan may be taken at a meeting not open in part or in whole to the press or public on one of the grounds in the Local Government (Access to Information) (Variation) Order 2006.

Making representations on matters or objections to taking matters in private

If you wish to make representations about any matter listed in the Forward Plan, or about taking any part of a matter in private then you must contact us at least 7 working days before the decision is due to be made. This can be done:-

- by email to forwardplan@oxford.gov.uk
- in writing to

William Reed
Democratic Services Manager
Town Hall
St Aldate's Street
Oxford
OX1 1BX
Email: wreed@oxford.gov.uk
Tel.: 01865 252230

Inspection of documents

Reports to be submitted to the decision-maker together with background papers to those reports as listed in the reports are available for inspection at the offices of the Council and appear on our website www.oxford.gov.uk 5 working days prior to the date on which the decision is due to be made.

The Council's decision-making process

Further information about the Council's decision making process (including key decisions) can be found in the Council's Constitution, which can be inspected at the Council's offices or online at www.oxford.gov.uk

CITY EXECUTIVE BOARD MEMBERSHIP AND RESPONSIBILITIES

<i>Bob Price (Leader)</i>	<i>Corporate Governance, Strategic Partnerships and Economic Development</i>
<i>Ed Turner (Deputy Leader)</i>	<i>Finance, Efficiency and Strategic Asset Management</i>
<i>Susan Brown</i>	<i>Benefits and Customer Services</i>
<i>Bev Clack</i>	<i>Youth and Communities</i>
<i>Colin Cook</i>	<i>City Development</i>
<i>Pat Kennedy</i>	<i>Education, Crime and Community Safety</i>
<i>Mark Lygo</i>	<i>Parks, Sports and Events</i>
<i>Mike Rowley</i>	<i>Leisure Services</i>
<i>Scott Seamons</i>	<i>Housing</i>
<i>John Tanner</i>	<i>Cleaner Greener Oxford</i>

NOTE: Key decisions can also be taken by Council officers.

JULY

ITEM 1:	OXFORD STADIUM, SANDY LANE - INCLUSION ON THE OXFORD HERITAGE ASSETS REGISTER
The stadium has been nominated for inclusion on the heritage assets register. Following public consultation on a report setting out the history of the stadium and an assessment of its significance, the nomination has been examined by a review panel of local councillors who have made a recommendation to the Head of Planning Services. The Head of Planning Services is submitting a report to City Executive Board requesting that they consider including the stadium on the Oxford Heritage Assets Register.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key

Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Robert Lloyd-Sweet rlloyd-sweet@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 2:	EQUITY LOANS SCHEME FOR TEACHERS - PROJECT APPRAISAL
This report will seek major project approval to provide equity loans for teachers in leadership roles in schools which are working with the Council's education attainment project.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Education, Crime and Community Safety
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Steve Northey snorthey@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 3:	NEIGHBOURHOOD PLANNING AREAS - DESIGNATION
This report will seek Board approval formally to designate neighbourhood areas in Wolvercote, Summertown and St Margarets, as the first step towards the production of neighbourhood plans in these areas.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Adrian Roche Tel: 01865 252165 aroch@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 4:	YOUTH AMBITION STRATEGY - CONSULTATION OUTCOME
This report will contain the outcome of consultation on the Youth Ambition Strategy.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 5:	LOW EMISSION STRATEGY AND AIR QUALITY ACTION PLAN
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Roger Pitman rpitman@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 6:	PAVILIONS PROGRAMME - PROJECT APPROVAL
This report will seek project approval for the pavilion programme and seek delegated authority for the Executive Director, Community Services to award the various construction contracts when they arise.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Parks, Sports and Events
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Hagan Lewisman Tel: 01865 252706 hlewisman@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 7:	BARTON - ACQUISITION OF AFFORDABLE PROPERTY
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Stephen Clarke sclarke@oxford.gov.uk , Steve Sprason ssprason@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 8:	COMMUNITY AND VOLUNTARY ORGANISATIONS - GRANT MONITORING FEEDBACK 2012/13
This report will inform members of the monitoring information returned by community and voluntary organisations funded through the grants programme in 2012/13.	
Target Date:	10 Jul 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Youth and Communities
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks

Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

AUGUST

ITEM 9:	WESTGATE - TEMPORARY CAR AND COACH PARKING
This report will deal with the provision of temporary car and coach parking during redevelopment of the Westgate site.	
Target Date:	July 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Head of Corporate Property
Contact:	Steve Sprason ssprason@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

SEPTEMBER

ITEM 10:	HOUSING STRATEGY ACTION PLAN 2012-16 - PERIODIC REVIEW
This report will advise on progress against the targets in the Action Plan and any changes necessary.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Stephen Clarke sclarke@oxford.gov.uk
Consultation:	Not applicable.
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 11:	RECYCLING RATE
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Head of Direct Services
Contact:	Geoff Corps gcorps@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 12:	LANHAM WAY - COMPULSORY PURCHASE
This report will consider the compulsory purchase of property in Lanham Way. It is likely that the report will in part or in whole be not for publication to the public and the press.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Melanie Mutch mmutch@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 13:	GRANTS PROGRAMME COMMISSIONING REVIEW
This report will inform the Board on the review of the grants commissioning programme and request support for the commissioning programme from 2014/2015.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Young People, Education and Community Development
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Julia Tomkins jtomkins@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 14:	LONG TERM AFFORDABLE HOUSING FOR HOMELESSNESS PREVENTION
This report will seek approval to enter into contractual arrangements for the purpose of procuring property to which the Council can nominate for homelessness prevention.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	Not applicable
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 15:	ALLOCATIONS REVIEW AND CHANGES TO THE ALLOCATIONS SCHEME
Target Date:	11 Sep 2013 30 Sep 2013
Decision Taker	City Executive Board Council

Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Housing Executive Board Member for Housing
Is this item to be taken in public?	Yes
Report of:	Head of Housing
Contact:	Tom Porter Tel: 01865 252713 tporter@oxford.gov.uk Dave Scholes Tel: 01865 252636 dscholes@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 16:	AFFORDABLE HOUSING AND PLANNING OBLIGATIONS - SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of City Development
Contact:	Rachel Williams rwilliams@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 17:	RIVERSIDE LAND - ACQUISITION
This report will deal with the acquisition of strips of riverside land to facilitate enforcement of unlawful boat mooring. It will contain a confidential appendix.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Finance, Efficiency and Strategic Asset Management
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	John Copley jcopley@oxford.gov.uk
Consultation:	To be advised.
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 18:	CUSTOMER CONTACT STRATEGY
<p>Oxford City Council has an aspiration to be a world-class city for everyone, delivering world-class customer service. The Council's Customer Contact Strategy was originally agreed in October 2009. It has been revised following the successful implementation of the Customer Service Centre, Shared Contact Centre and the simultaneous development of the web. The strategy is focused on putting customers' needs at the forefront, improving customer service and joining up its work across all service areas, offering a consistent quality service across the most relevant access channels for our customers. The Customer Contact Strategy sets out where we are now, where we want to be in 2015 and what the key milestones are in our journey.</p> <p>To ensure we deliver a relevant strategy for Oxford City Council, we have pulled together a strong picture of who our communities are, and used proven customer insight to inform how</p>	

our customers can most easily access the services they need.	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Benefits and Customer Services
Is this item to be taken in public?	Yes
Report of:	Head of Customer Services
Contact:	Helen Bishop Tel: 01865 252233 hbishop@oxford.gov.uk
Consultation:	To be undertaken as part of the drafting strategy.
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 19:	'OXFUTURES FUND' - ESTABLISHMENT APPROVAL
<p>The EU-funded Oxfordshire Total Retrofit programme is funded work, led by the County Council, to create a special purpose financial vehicle to leverage investment for energy efficiency retrofit and renewable energy projects.</p> <p>The strategic and financial consultants are carrying out scoping work during summer 2013 in order to meet a milestone agreed with the EU of 28th November 2013 to create the fund (e.g. to have the legal statutes in place).</p> <p>Although the precise form of the fund, and hence the decision needed, is subject to the work of the consultants, approval to work with the County Council to establish a corporate entity to operate the fund may be needed.</p>	
Target Date:	11 Sep 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Cleaner, Greener Oxford
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Tim Sadler tsadler@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 20:	HOUSING STRATEGY REFRESH
<p>Target Date: 11 Sep 2013</p> <p>Decision Taker City Executive Board</p> <p>Is this a Key Decision?: Yes</p> <p>Executive lead member: Executive Board Member for Housing</p> <p>Is this item to be taken in public? Yes</p> <p>Report of: Head of Housing</p> <p>Contact: Stephen Clarke sclarke@oxford.gov.uk</p> <p>Consultation:</p> <p>Scrutiny Committee Responsibility: All Scrutiny Responsibility</p>	

ITEM 21:	GAMBLING POLICY - UPDATE
<p>This report will propose adjustments to the Council's Statement of Gambling Licensing Policy.</p>	
Target Date:	11 Sep 2013

	30 Sep 2013
Decision Taker	City Executive Board Council
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

ITEM 22:	TAXI LICENSING: EURO EMISSIONS AND VEHICLE AGE LIMITS	
Target Date:	11 Sep 2013 30 Sep 2013	
Decision Taker	City Executive Board Council	
Is this a Key Decision?:	Not Key	
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development	
Is this item to be taken in public?	Yes	
Report of:	Head of Environmental Development	
Contact:	Julian Alison jalison@oxford.gov.uk	
Consultation:		
Scrutiny Committee Responsibility:	All Scrutiny Responsibility	

ITEM 23:	FINANCE, PERFORMANCE AND RISK - QUARTER 1 PROGRESS 2013/14	
Target Date:	11 Sep 2013	
Decision Taker	City Executive Board	
Is this a Key Decision?:	Not Key	
Executive lead member:	Executive Board Member for Finance, Efficiency and Strategic Asset Management	
Is this item to be taken in public?	Yes	
Report of:	Executive Director Organisational Development and Corporate Services	
Contact:	Nigel Kennedy Tel: 01865 252708 nkennedy@oxford.gov.uk , Jane Lubbock Tel: 01865 252708 jlubbock@oxford.gov.uk	
Consultation:	Not applicable.	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility	

ITEM 24:	HACKNEY CARRIAGE VEHICLE LICENSES - REGULATION OF NUMBERS	
Target Date:	24 Sep 2013	

	9 Oct 2013
Decision Taker	General Purposes Licensing Committee City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for City Development Executive Board Member for City Development
Is this item to be taken in public?	Yes
Report of:	Head of Environmental Development
Contact:	Julian Alison jalison@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

OCTOBER

ITEM 25:	PUBLIC INVOLVEMENT STRATEGY
To approve a Public Involvement Strategy for public consultation.	
Target Date:	9 Oct 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Not Key
Executive lead member:	Executive Board Member for Corporate Governance, Strategic Partnerships and Economic Development
Is this item to be taken in public?	Yes
Report of:	Executive Director Community Services
Contact:	Peter McQuitty Tel: 01865 252780 pmcquitty@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	All Scrutiny Responsibility

BEYOND THE LIFE OF THIS PLAN

ITEM 26:	LEISURE PROVISION IN THE SOUTH OF THE CITY
This report will look at future leisure provision in the south of the City depending on forthcoming occurrences.	
Target Date:	Not before 13 Nov 2013
Decision Taker	City Executive Board
Is this a Key Decision?:	Yes
Executive lead member:	Executive Board Member for Leisure Services
Is this item to be taken in public?	Yes
Report of:	Head of Leisure and Parks
Contact:	Ian Brooke Tel: 01865 252705 ibrooke@oxford.gov.uk
Consultation:	
Scrutiny Committee Responsibility:	

ITEM 27:	STATEMENT OF LICENSING POLICY

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Scrutiny Recommendation 2013 – 2014

All recommendations

Discretionary Housing Payments		
Scrutiny Committee – 4th. June 2013		
Full report at Appendix 1		
Recommendation	Outcome	Considered by
To organise a general campaign of clear advice through as many agencies, partnerships and offices as possible making it clear the temporary nature of Discretionary Housing Payments and the requirements to engage in more sustainable solutions.	Agreed	City Executive Board 12 th . June 2013
To extend current out reach work to include benefit take-up to maximise benefits to current and potential claimants.	Agreed with amendment. Clarity in some aspects of Welfare reform is needed.	City Executive Board 12 th . June 2013
To keep the Discretionary Housing Payment Policy under review and in particular to revisit it once regulations on further Welfare Reform are clear.	Agreed	City Executive Board 12 th . June 2013
For the Scrutiny Committee to be included in the monitoring arrangements for this policy in both financial and outcome terms. To see this at the September Scrutiny Committee.	Agree	City Executive Board 12 th . June 2013

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To: Scrutiny Committee

Date: 2 July 2013 **Item No:**

Report of: Head of Leisure, Parks and Communities

Title of Report: A report on the performance of the Council's leisure management contract with Fusion Lifestyle, covering the period from April 2012 to March 2013.

Summary and Recommendations

Purpose of report: To provide a performance update of the city's leisure management contract with Fusion Lifestyle, April 2012 to March 2013.

Report Approved by:

Finance: James Marriott

Legal: Lindsay Cane

Policy Framework:

- Strong, Active Communities
- Efficient, Effective Council

Recommendation(s): To note the content of the 2012/13 performance update for the Council's Leisure Management Contract with Fusion Lifestyle.

Appendix one (Confidential): Centre specific breakdown of Fusion Lifestyle costs and net subsidy per user.

Appendix two: Oxford postcode sectors, including city boundary.

Appendix three: Visits to leisure centres.

Appendix four: Gas, electricity and water consumption comparison.

Appendix five: Customer satisfaction.

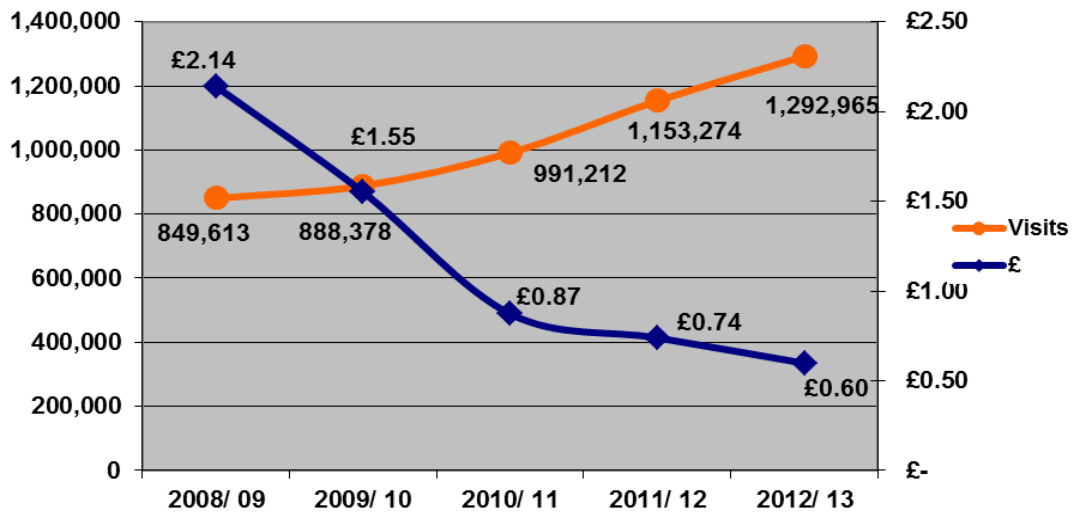
Introduction

- 1.1 On the 30 March 2009 the Council transferred the management of its leisure facilities to Fusion Lifestyle (Fusion). This was for a 10 year contract, with the option of a five year extension.
- 1.2 Fusion is a registered charitable organisation. As a registered charity, they reinvest surplus to improve the sport and leisure offer in the community.
- 1.3 The Leisure Management Contract incorporates the service delivery of the Council's seven leisure facilities;
 - Barton Leisure Centre
 - Blackbird Leys Leisure Centre
 - Blackbird Leys Swimming Pool
 - Ferry Leisure Centre
 - Hinksey Outdoor Pool
 - Oxford Ice Rink
 - Temple Cowley Pools.
- 1.4 This report sets out performance of the leisure facilities managed on behalf of the Council by Fusion April 2012 to March 2013, and where comparison data is available performance against previous year's delivery.

Value for money

- 2.1 The cost to the council is fixed over the ten year contract period. The contract delivers a saving of just under £7m over the ten years. This is based on improved quality facilities, charging the market rate for those who can afford it and offering concessions to those on income support.
- 2.2 The annual number of visits, management fee and utilities costs for March 2009 onwards has been used to demonstrate the overall subsidy per user. This is an industry based calculation and allows us to consistently performance benchmark delivery of leisure management.
- 2.3 The pre transfer subsidy for leisure centres was £2.14 per user. The subsidy per user in 2012/13 reduced by 19 per cent compared to the same period 2011/12.

**Council subsidy per user comparison
2009 to 2013**



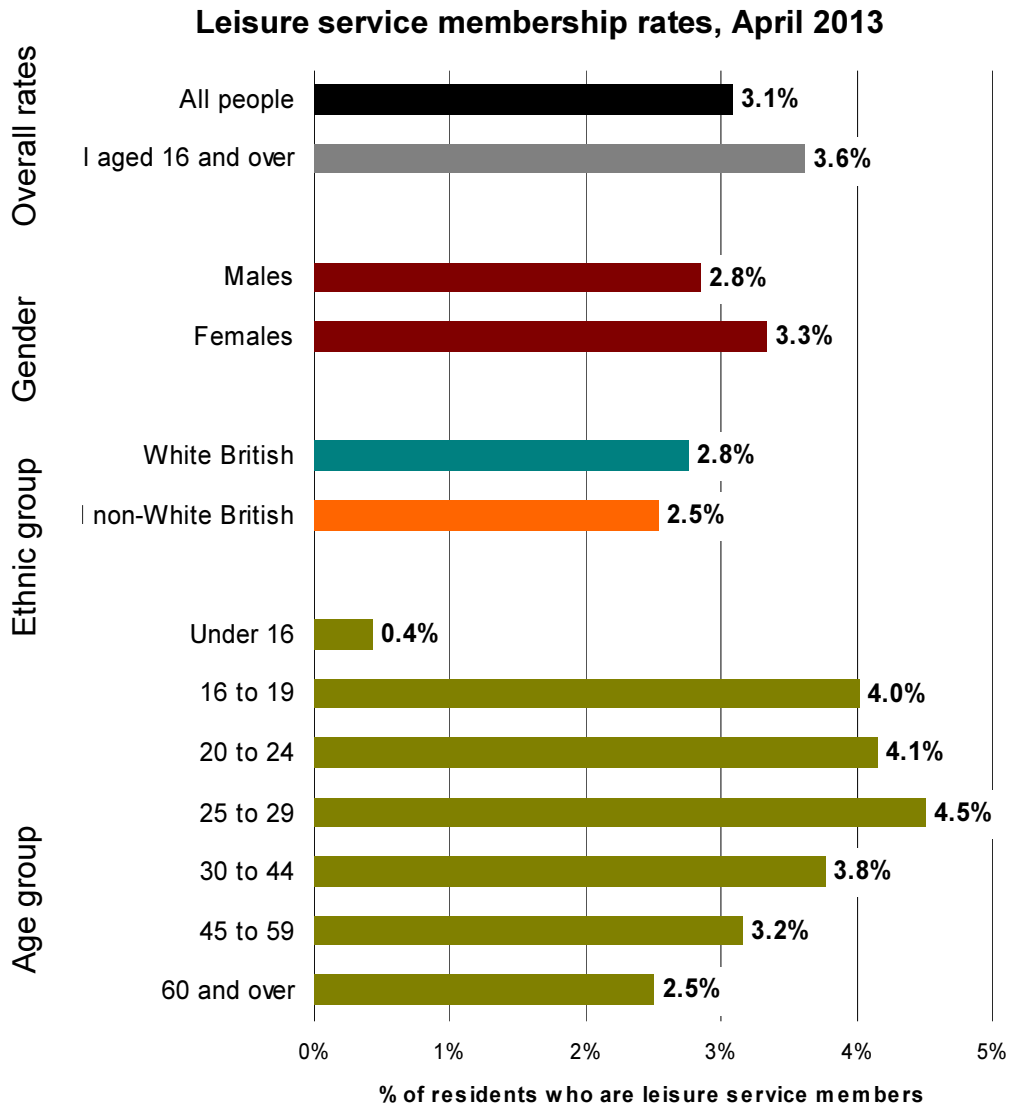
- 2.4 A confidential appendix to this report gives the facility specific breakdown of Fusion costs and net subsidy per user (appendix one). This is a confidential appendix as it contains commercially sensitive information that would assist other leisure operators when bidding for contracts.
- 2.5 Competitor benchmarking against neighbouring leisure providers demonstrated that fees and charges in city leisure facilities are at least comparable.
- 2.6 Since the commencement of the contract there has been no increase to the price of the Bonus concessionary membership scheme. This offer gives those in receipt of one of 15 eligible benefits, and their dependents, reduced rates on activities at all our or leisure facilities. In March 2013 approximately 35 per cent of membership uptake was by Bonus members.

Analysis of Fusion Lifestyle membership rates

- 3.1 This analysis is based upon the data for leisure service members at 29 April 2013. It analyses the characteristics of Fusion members who live within the main postcode sectors in Oxford.
- 3.2 In total, 4,792 members lived in these areas; a further 839 members lived outside these areas and were not included in this analysis. The postcode sectors included in this analysis are shown in appendix two. The areas which have been included outside the city boundaries are rural areas which do not contain any major settlements.
- 3.3 Population data from the 2011 Census has been used in this analysis, because this is the most accurate data we currently have. Therefore

this assumes there has not been any significant population change between March 2011 and April 2013.

- 3.4 A total of 155,100 people lived in this area in 2011, which means that at the end of April 2013 3.1 per cent of residents were leisure members. The charts below break this down by various population characteristics.

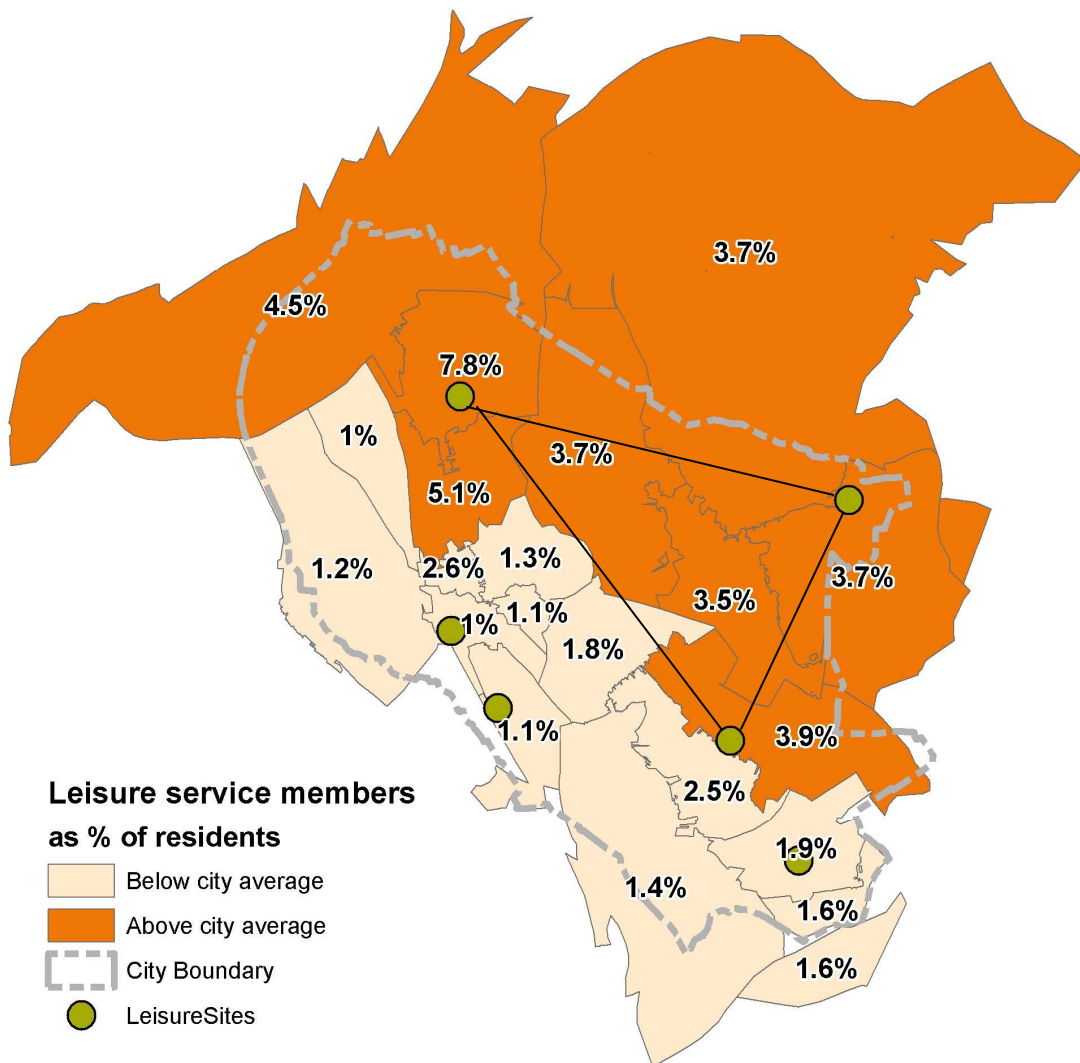


- 3.5 The chart above shows the headline figure - that 3.1 per cent of Oxford residents were leisure members in April 2013. More women than men are members. Membership rates amongst people aged 16 to 29 years are highest, and then gradually decrease amongst older age groups. 2.5 per cent of over 60 year olds are leisure members.

- 3.6 The figures for membership by ethnic group are more difficult to interpret. The membership rates for all groups are smaller than the overall average because one quarter of members did not have their ethnicity recorded. However they do suggest that membership rates amongst non-White British residents are slightly lower than amongst people of White British ethnic origin.

3.7 The map below shows the membership rate by postcode sector, also showing the location of leisure facilities in the city. Within the triangle drawn by Ferry Leisure Centre, Barton Leisure Centre and Temple Cowley Pools membership rates are much higher than the rates outside this triangle.

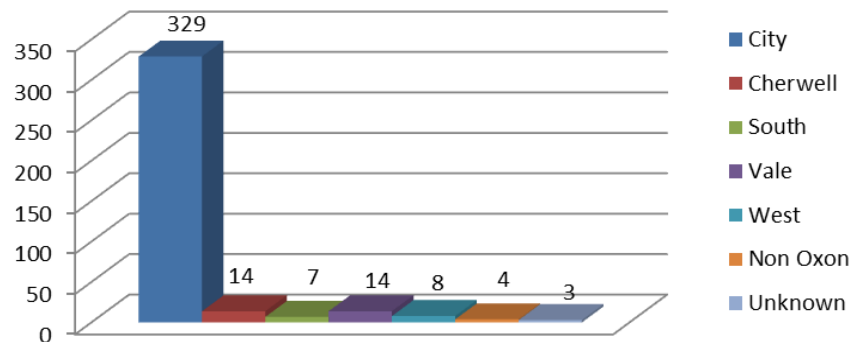
**Leisure service members as percentage of residents
By postcode sector, April 2013**



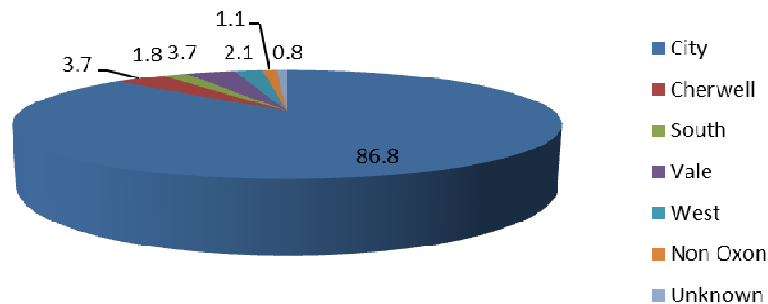
3.8 The health of people in Oxford is mixed compared with the England average. ¹ Regular physical activity can produce long term health and social benefits. Fusion are fully engaged with this and strive to increase accessibility to leisure facilities through an affordable membership offer and providing a wide range of accessible activities.

3.9 87 per cent of membership uptake for those under 17 years of age are city residents.

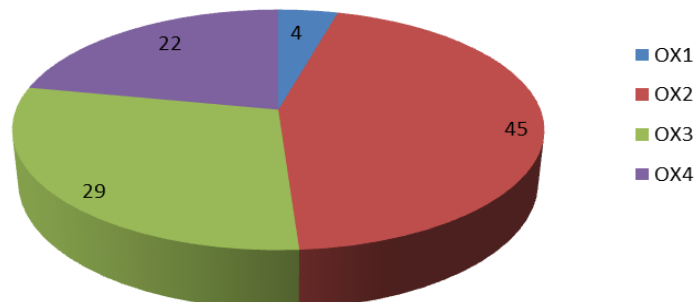
**Under 17 Members
Areas: All
All facilities - Values**



**Under 17 Members
Areas: All
All facilities - Percentages**

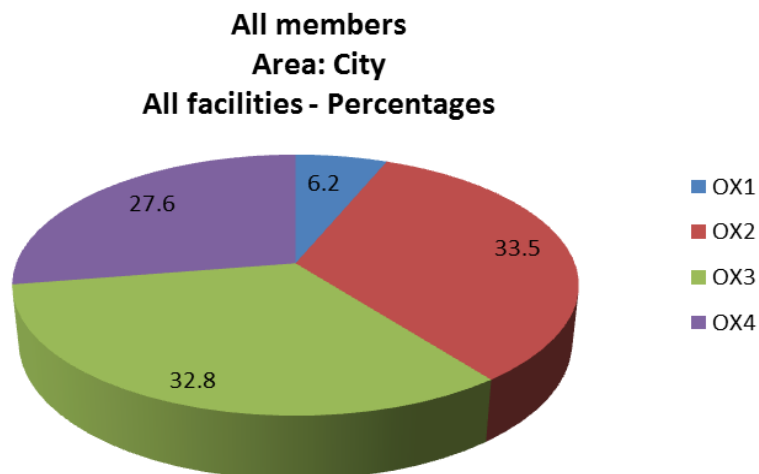
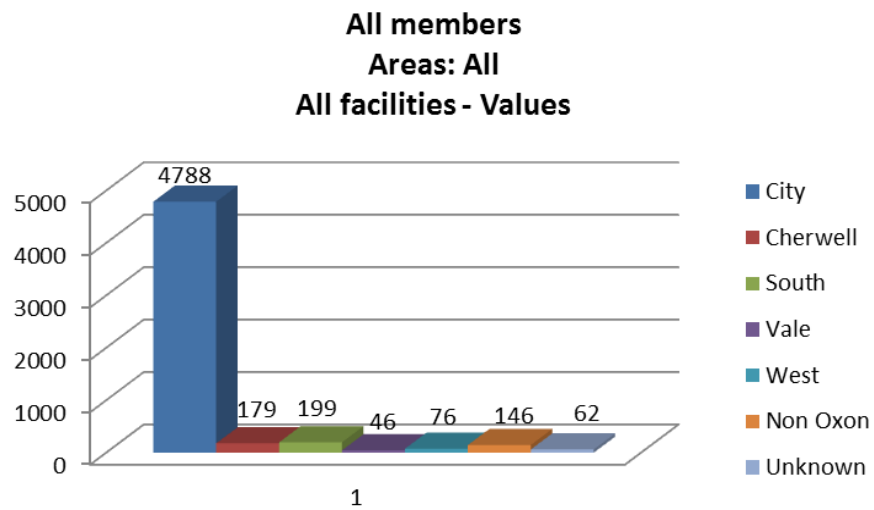
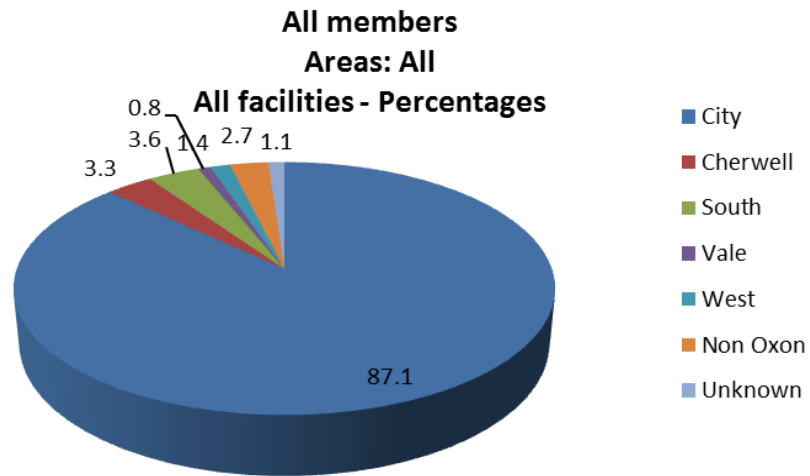


**Under 17 Members
Area: City
All facilities - Percentages**

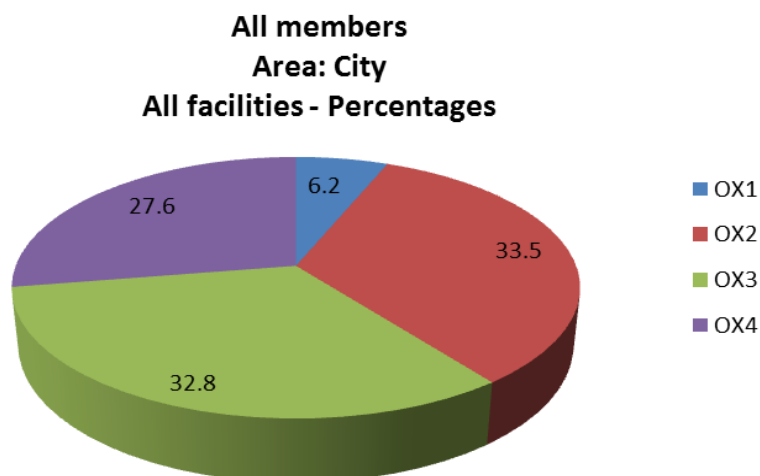
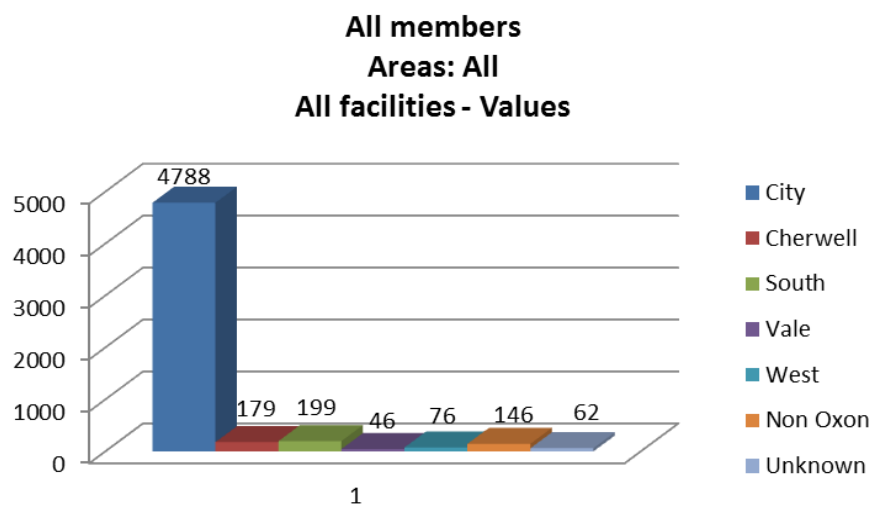
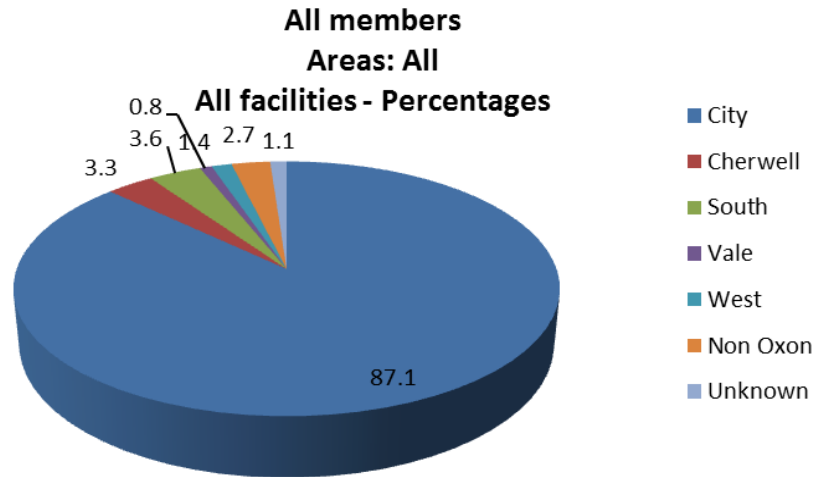


¹ Department of Health: NHS Health profile for Oxford 2012.

3.10 87 per cent of all membership uptakes are those residents in the city.



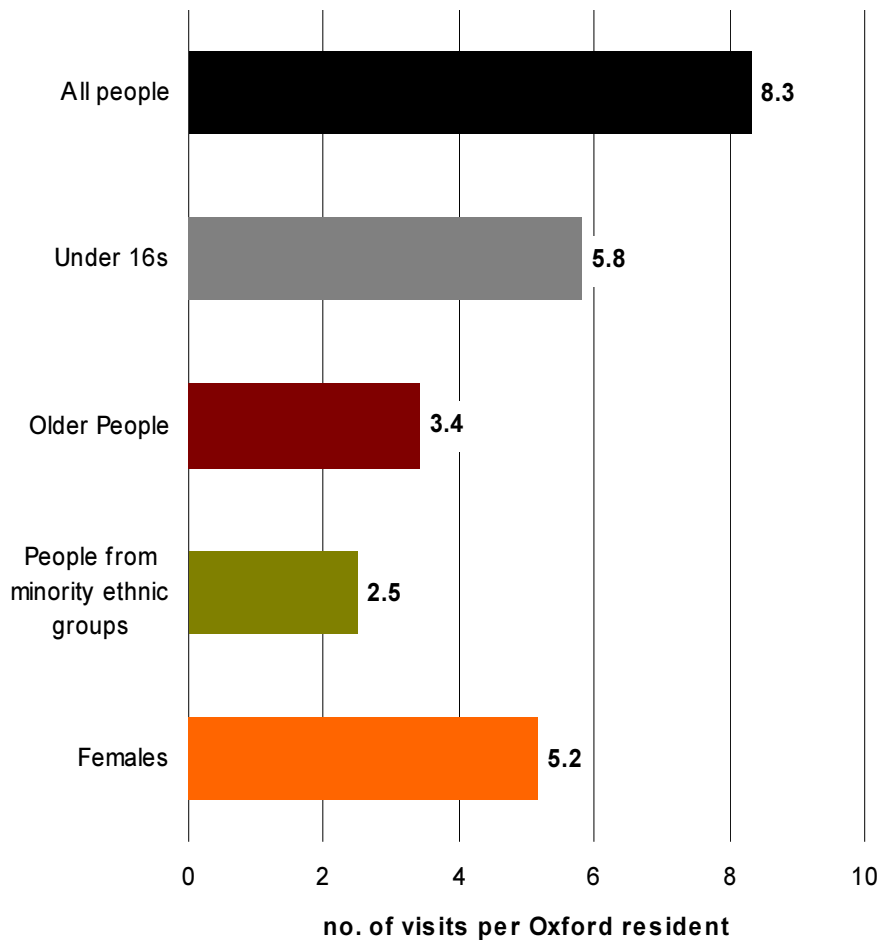
3.11 86 per cent of the Oxford Sport and Leisure Reward card uptake are those resident in the City. Rewards are a FREE rewards point's programme where points are earned when an activity is purchased. Once enough points are gained these can be redeemed against the available activities and services available at the centres.



Usage analysis

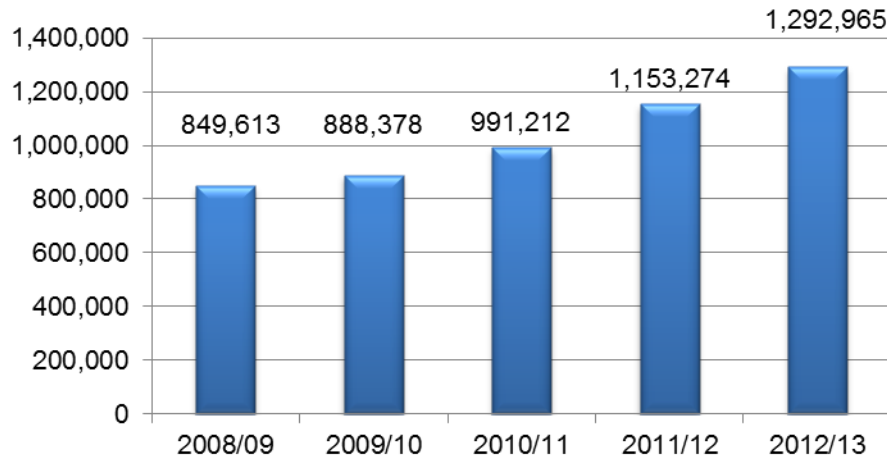
- 4.1 Fusion have targets for numbers of visits for particular population groups that are monitored on a monthly basis. The chart below shows the number of visits per Oxford resident for these different population groups.
- 4.2 It should be noted that this presents a slightly skewed picture, as not all visits are by Oxford residents. In addition, whilst Fusion have demographic characteristics about visitors who are members, they do not have this information for non-members.

Usage rates per Oxford resident, 2012/13

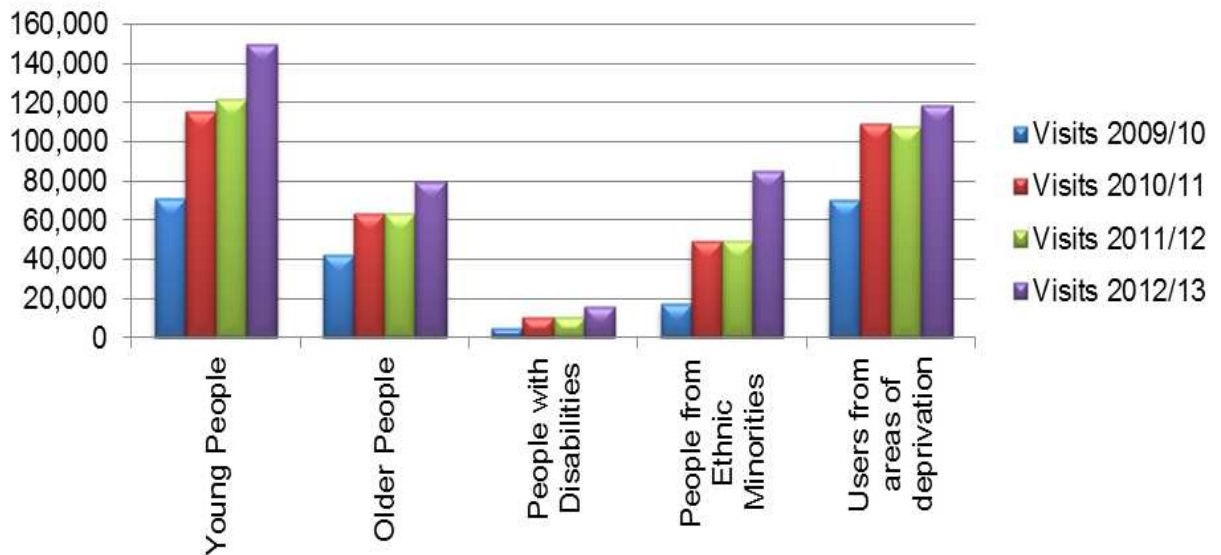


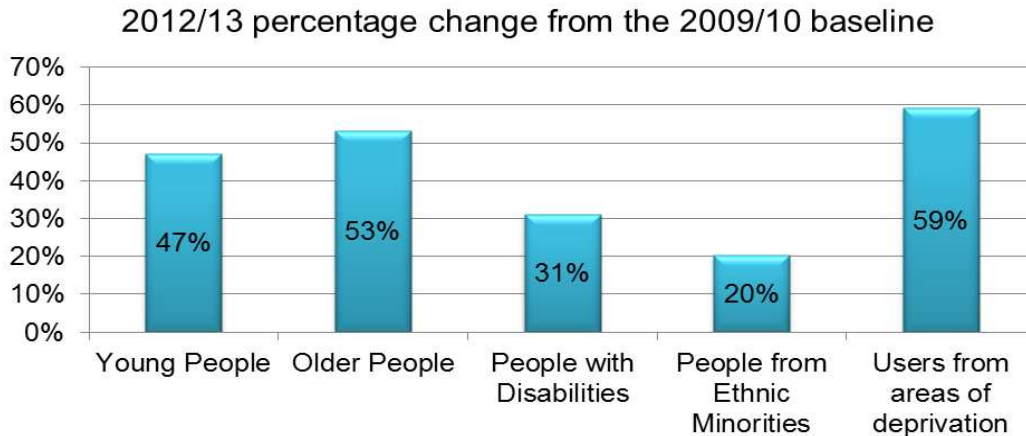
4.3 The overall number of visits to leisure facilities has increased year on year by 12 per cent. This is equal to just under 140,000 more visits to leisure facilities than in 2012/13, when compared with the period prior to the transfer to Fusion more than 443,000 additional visits.

Number of visits to all facilities 2012/13



4.4 In 2012/13 the number of visits to leisure facilities by target groups has increased from the 2009/10 baseline year. The biggest percentage uplift is in target groups.





Carbon Management

5.1 Carbon reduction initiatives in leisure facilities since 2008 have included:

- education and training of staff
- mechanical pool covers
- energy efficient lighting projects and replacement
- waste heat reuse initiative
- replacement of pool and ice rink mechanical equipment
- insulations
- variable speed drives on air handling units and pool circulation pumps

5.2 Replacement of the sports hall lighting at Ferry Leisure Centre has led to 29.5 tCO₂ (total carbon dioxide) savings - equivalent to 40 trees and £7,000 savings.

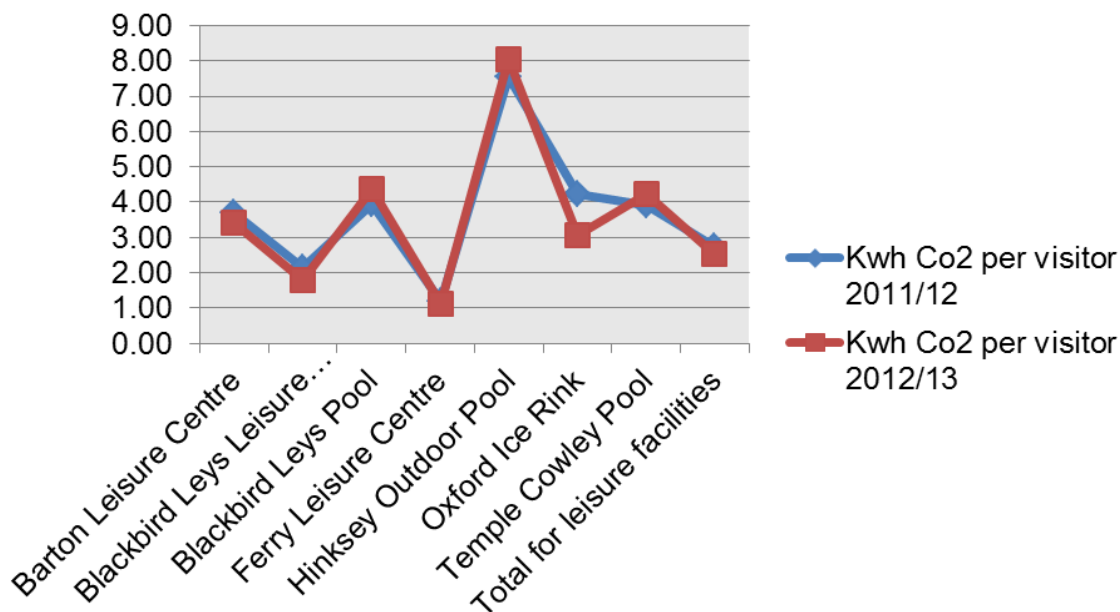
5.3 Implementation of a waste heat transfer system at Oxford Ice Rink led to 25 tCO₂ savings - equivalent to 34 trees and £7,000 savings.

5.4 Lighting upgrades at Barton, Blackbird Leys and Ferry Leisure Centre's led to 85 tCO₂ savings - equivalent to 85 trees and £8,500 savings.

5.5 Maintenance is now complete on the pool tank at Hinksey Outdoor Pool. During the first 21 operational days of the 2013/14 season 42 cubic meters of water is being utilised per day compared to 96 cubic meters during the same operational period 2012/13.

5.6 Barton Leisure Centre is currently piloting an integrated water and energy management system. This is a solution for monitoring and controlling air, water and energy management systems, where real time adjustments are automatically optimised based upon conditions, leading to a significant energy savings to maximise energy efficiency.

- 5.7 Two LED lights have been installed in the pool hall at Ferry Leisure Centre to assess performance / suitability of LED in this type of activity area.
- 5.8 Further energy saving projects being considered are:
- Bio-Mass boiler
 - Additional motorised pool cover
 - Further lighting replacements
 - Waterless urinals
 - Boiler optimisation units.
- 5.9 Regular meetings take place between Fusion and Council Environmental officers to review carbon efficiency across the portfolio of leisure facilities.
The agenda includes:
- utilities monitoring
 - Salix projects
 - future development proposals
 - new carbon initiatives
- 5.10 A Fusion front line employee attends the Council Carbon Champion meetings. The June 2013 meeting took place at the Ice Rink, hosted by the General Manager.
- 5.11 Overall utility consumption across all leisure facilities in 2012/13 compared with 2011/12 shows:
- 8 per cent reduction in electricity
 - 19 per cent increase in gas.
- 5.12 2012/13 saw a slight increase in overall carbon of 1.2 per cent. This is good in the context of long extended heating season and an increased footfall across leisure facilities this financial year.
- 5.13 Overall Kwh Co2 per visitor to leisure facilities in 2012/13 reduced by 8 per cent based on the same financial period 2011/12.



5.14 Automatic meter readers (AMR) are installed in all leisure facilities to measure gas, electricity and water consumption. An advantage of AMR is that billing can be based on near real-time consumption and coupled with analysis improves understanding of energy consumption and increases ability to react to anomalies in a more efficient and effective manner.

5.15 Fusion has environmental notice boards in each of the leisure facilities and staffs receive training in energy and carbon reduction.

5.16 Monthly excess energy consumption reports issued to facilities continue to highlight further potential operational energy/ carbon savings in leisure facilities. These are reviewed by:

- each leisure facility
- Fusions Environmental Manager
- Council sustainability officers
- at regular meetings between council and Fusion officers.

Quality of service

6.1 Quality of provision continuously improves across leisure facilities.

6.2 International Standards 14001, 14002² and 9001³ have been maintained following external audit assessment.

² ISO 14001 and 14002 are a family of standards related to environmental management that exists to help organizations minimize how their operations negatively affect the environment, to comply with applicable laws, regulations, and other environmentally oriented requirements, and continually improve in the above.

³ The ISO 9001 is a standard related to quality management systems and designed to help organizations ensure that they meet the needs of customers and other stakeholders.

- 6.3 Five leisure facilities continue to be accredited with the UK quality award scheme for sport and leisure, QUEST:
- Barton Leisure Centre
 - Blackbird Leys Leisure Centre
 - Ferry Leisure Centre
 - Hinksey Outdoor Pool
 - Oxford Ice Rink.
- 6.4 The Council has continued to invest in leisure facilities and now has two new cafeteria facilities, one at Ferry Leisure Centre the second at Oxford Ice Rink.
- 6.5 Fusion have improved and replaced lighting and sound systems at the Ice Rink as part of reinvestment work.

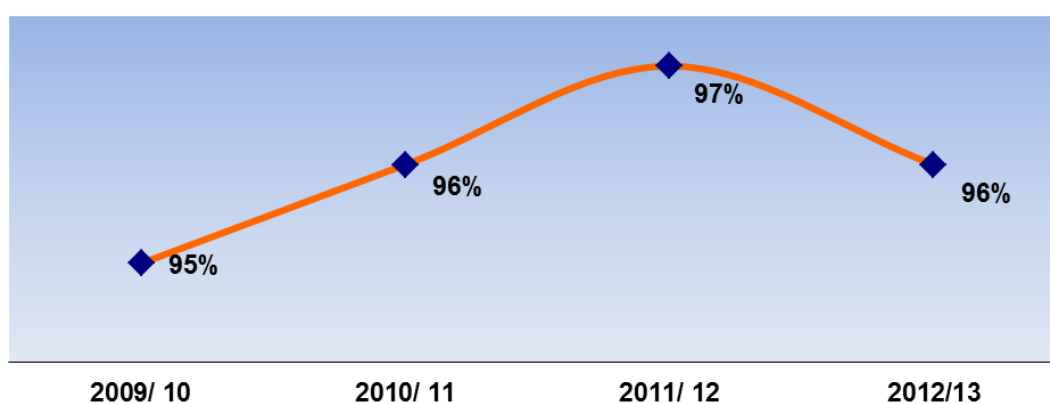
Customer satisfaction and complaints handling

- 7.1 Fusion Lifestyles customer care process includes an approach to
- facility presentation
 - customer enquiries and complaints
 - customer comments.
- 7.2 Fusions aim is to develop a culture of continuous dialogue with customers. In this culture, customer complaints and enquiries form a part of that dialogue and Fusion make use of a broad range of mechanisms to gain regular feedback from existing and potential customers.
- 7.3 Customer comment forms (*'Please Tell Us What You Think'*) provide a feedback system that enables customers to record written comments and suggestions for management consideration.
- 7.4 Forms are displayed in prominent areas within the facilities or can be completed electronically on-line for customers who do not wish to complain/ comment in person. Completed forms can hand in at reception or placed in the comments box. Forms are replied to within five working days.
- 7.5 Customer comment forms are recorded, monitored and analysed in an identical manner to those of complaints. The analysis of the comments made help to develop the service to meet the needs/ requirements of the customers.

7.6 Overall customer satisfaction⁴ for 2012/13 was 96%.

Area	Score
• Knowledgeable, friendly staff	98 per cent
• Range of activities	98 per cent
• Condition of building	92 per cent
• Cleanliness	94 per cent
• Value for money	96 per cent
• Equipment	95 per cent
• Ease of booking and paying	97 per cent
• Ease of gaining information	97 per cent
• Website	96 per cent

Total Customer satisfaction 2009 to 2013



7.7 Where a customer remains dissatisfied, or the member of staff is unable to deal with the complaint immediately, details of the complaint will be recorded and written reply provided within five working days.

7.8 All complaints are recorded on a complaints log sheet in order that the facility management team can monitor the types of complaint and ensure that all are dealt with in the stated time span and are not recurring.

7.9 Recorded complaints and compliments are reported to the Council on a monthly basis.

Outreach work

8.1 Fusion's Oxford Sports and Community Development Manager (SCD Manager) works closely with the Council's existing team and with other relevant partners to identify and deliver effective sports development processes and delivery.

⁴ 'Please Tell Us What You Think' the percentage of customers at least satisfied with leisure facility provision.

- 8.2 The SCD Manager works alongside the Oxford Divisional Business Manager and each of the General Managers to develop facility sport programmes, to work with local partners and to create a structure for successful delivery of sport and physical activity across facilities.
- 8.3 Fusion continues to offer sessions on the Active Women scheme both in leisure centres and the wider community. The Active Women project is a three year project being driven by Sport England to get more women from disadvantaged communities and more women caring for children, playing sport.
- 8.4 Links into local primary schools have been established with the completion of the name the Ice Rink penguin and targeted 'Wake Up, Shake Up' sessions at the beginning of a school day. Fusion undertook a school swimming review to establish current state of school swimming in city pools with the aim of producing a proposal that to enhance the provision across the city.
- 8.5 Barton, Ferry and Blackbird Leys Leisure Centres and Temple Cowley Pool continue to offer a GP Exercise on referral and Junior Gym sessions. Blackbird leys Leisure Centre also continues to host cardiac phase III rehabilitation sessions.
- 8.6 Fusion reached a sponsorship agreement to fund the Oxfordshire Youth Games with involvement also including a presence within the 'have a go zone'. A team of Fusion volunteers were also provided to support with the Olympic Torch Relay.
- 8.7 An activity schedule was created in partnership with the Councils GO Active coordinator to enhance an existing Open Air Active programme over the spring/ summer period. Over 10 new activities were added to the programme.

Conclusion

The leisure management contract continues to perform well:

- 9.1 The council net subsidy per user since the commencement of the leisure contract has reduced by 72% and continues to demonstrate a year on year decrease.
- 9.2 Utility consumption from facilities is continuously decreasing and there has been an eight per cent reduction in Carbon emissions since the contract started in 2009.
- 9.3 Overall participation has increased since the commencement of the contract and the number of visits for target groups has generally shown good improvement. More than 443,000 additional visits to facilities have taken place since the start of the contract with Fusion.

- 9.4 The Bonus concessionary membership offer has been held for a fourth consecutive year, supporting affordable access to leisure facilities and activities.
- 9.5 Customer satisfaction has increased since the transfer of management to Fusion.
- 9.6 Through outreach programmes and interaction with other partners around public health issues sports and community development provision has improved giving good grounding for the future opportunities to be explored and implemented.
- 9.7 Significant council investment and improved quality of the leisure provision has been demonstrated through the Achievements of:
- QUEST accreditation
 - Environmental accreditation.

Name and contact details of author:

Ian Brooke
Head of Leisure, Parks and Communities
Email: ibrooke@oxford.gov.uk

Tel: 01865 252705

Background papers:

Version number: Final

Appendix one: Centre specific breakdown of Fusion costs and net subsidy per user

This is a confidential appendix as it contains commercially sensitive information that would assist other leisure operators when bidding for contracts.

Appendix two: Oxford postcode sectors, including city boundary



Appendix three: Visits to leisure centres

2.1 Number of visits to each facility in 2012/13

	Barton Leisure Centre	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pool
2008/09	52,701	72,735	44,690	274,749	33,662	206,368	164,708
2009/10	57,496	117,296	38,684	265,222	33,583	178,285	197,812
2010/11	71,212	167,655	28,326	297,437	41,163	157,610	227,809
2011/12	94,952	167,220	33,809	452,943	40,927	169,260	194,163
2012/13	113,002	204,821	33,182	501,055	47,238	209,860	183,807

2.2 Percentage of the overall number of visits by target groups, 2009 to 2013

The following tables demonstrate percentage uptake by key user group when compared to the overall number of visits to each facility. It should be noted that this presents a skewed picture as not all visits are by members and whilst Fusion have demographic characteristics about visitors who are members, they do not have this information for non-members. Additionally it is not a mandatory requirement for applicants to indicate demographic characteristics on the membership form (for example one quarter of membership applicants did not select ethnicity criteria).

Another benchmarking tool Fusion use to understand participation performance is the National Benchmarking Service.⁵ This survey is completed every two years with the next due to take place in September 2013. The survey is completed using a number of visitors to the centre during a selected period of time, financial/ management data reported by Fusion and estimated catchment population data from the National Census. Access (usage by target groups) is a performance perspective surveyed.

⁵ The National approach to performance management requires local authorities to measure their performance and, more importantly, their improvement. Sport England's National Benchmark Service is for sports and leisure centres with main halls and/or swimming pools.

For example in the 2011 report it was reported that Blackbird Leys Leisure Centre had quite strong access performance, with the following target groups placed above the 50 per cent benchmark level:

- ethnic minorities
- disabled under 60
- the unemployed
- disadvantaged card holders.

Fusion are also exploring how demographic characteristics for visits made by those part of a regular group booking can be captured to provide better context of usage by target groups. This may include issuing the current *Rewards*⁶ card to each member of the group booking.

65

2009/10	Barton Pool	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pools
Young People	17%	2%	18%	10%	8%	3%	9%
Older People	9%	3%	5%	7%	4%	0.1%	6%
People with Disabilities	0.5%	1%	0.2%	1%	0.5%	0.1%	0.8%
People from Ethnic Minorities	1%	4%	1.4%	2%	0.3%	0.2%	3%
Users from areas of deprivation	10%	17%	6%	3%	3%	2%	15%

⁶ Rewards are a FREE rewards point's programme where points are earned when an activity is purchased. Once enough points are gained these can be redeemed against the available activities and services available at the centres.

2010/11	Barton Pool	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pools
Young People	18%	2%	28%	16%	29%	6%	12%
Older People	14%	2%	7%	9%	9%	0.1%	8%
People with Disabilities	1%	1%	1%	1%	1%	0.2%	2%
People from Ethnic Minorities	5%	5%	4%	4%	1%	0.3%	10%
Users from areas of deprivation	18%	15%	11%	5%	4%	3%	19%

2011/12	Barton Pool	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pools
Young People	12%	2%	25%	13%	11%	6%	14%
Older People	12%	3%	7%	8%	15%	0.2%	10%
People with Disabilities	1%	1%	1%	1%	1%	0.5%	25%
People from Ethnic Minorities	8%	7%	4%	7%	7%	0.5%	11%
Users from areas of deprivation	14%	14%	9%	6%	6%	3%	17%

2012/13	Barton Pool	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pools
Young People	15%	2%	28%	14%	11%	7%	16%
Older People	11%	2%	7%	8%	8%	0.5%	8%
People with Disabilities	1%	1%	1%	1%	1%	0.1%	3%
People from Ethnic Minorities	10%	7%	5%	7%	1%	0.5%	11%
Users from areas of deprivation	22%	10%	9%	5%	6%	3%	19%

Appendix four: Gas, electricity and water consumption comparison

GAS	
Barton Leisure Centre	YTD Totals
Barton Leisure Centre 2011/12	761,602
Actual 2012/13	1,028,247
Blackbird Leys Leisure	YTD Totals
Blackbird Leys Leisure Centre 2011/12	920,637
Actual 2012/13	986,455
Blackbird Leys Pool	YTD Totals
Blackbird Leys Pool 2011/12	568,834
Actual 2012/13	610,051
Ferry Sports Centre	YTD Totals
Ferry Sports Centre 2011/12	1,061,477
Actual 2012/13	1,239,868
Hinksey	YTD Totals
Hinksey Pool 2011/12	1,284,879
Actual 2012/13	1,676,214
Oxford Ice Rink	YTD Totals
Oxford Ice Rink 2011/12	682,324
Actual 2012/13	638,882
Temple Cowley Pool	YTD Totals
Temple Cowley Pools 2011/12	1,490,399
Actual 2012/13	1,884,293
All Sites	YTD Totals
Oxford Contract 2011/12	6,770,152
Actual 2012/13	8,064,010

Electricity

Barton Leisure Centre	YTD Totals
Barton Leisure Centre 2011/12	352,669
Actual 2012/13	365,451

Blackbird Leys Leisure	YTD Totals
Blackbird Leys Leisure Centre 2011/12	382,535
Actual 2012/13	346,451

Blackbird Leys Pool	YTD Totals
Blackbird Leys Pool 2011/12	71,534
Actual 2012/13	65,604

Ferry Sports Centre	YTD Totals
Ferry Sports Centre 2011/12	651,776
Actual 2012/13	625,281

Hinksey	YTD Totals
Hinksey Pool 2011/12	136,170
Actual 2012/13	131,663

Oxford Ice Rink	YTD Totals
Oxford Ice Rink 2011/12	1,076,331
Actual 2012/13	964,059

Temple Cowley Pool	YTD Totals
Temple Cowley Pools 2011/12	931,998
Actual 2012/13	802,393

All Sites	YTD Totals
Oxford Contract 2011/12	3,603,012
Actual 2012/13	3,301,258

Water

Barton Leisure Centre	YTD Totals
Barton Leisure Centre 2011/12	8,348
Actual 2012/13	9,609

Blackbird Leys Leisure	YTD Totals
Blackbird Leys Leisure Centre 2011/12	2,174
Actual 2012/13	2,147

Blackbird Leys Pool	YTD Totals
Blackbird Leys Pool 2011/12	1,955
Actual 2012/13	2,372

Ferry Sports Centre	YTD Totals
Ferry Sports Centre 2011/12	13,356
Actual 2012/13	14,497

Hinksey	YTD Totals
Hinksey Pool 2011/12	8,943
Actual 2012/13	19,764

Oxford Ice Rink	YTD Totals
Oxford Ice Rink 2011/12	7,119
Actual 2012/13	3,663

Temple Cowley Pool	YTD Totals
Temple Cowley Pools 2011/12	13,232
Actual 2012/13	13,552

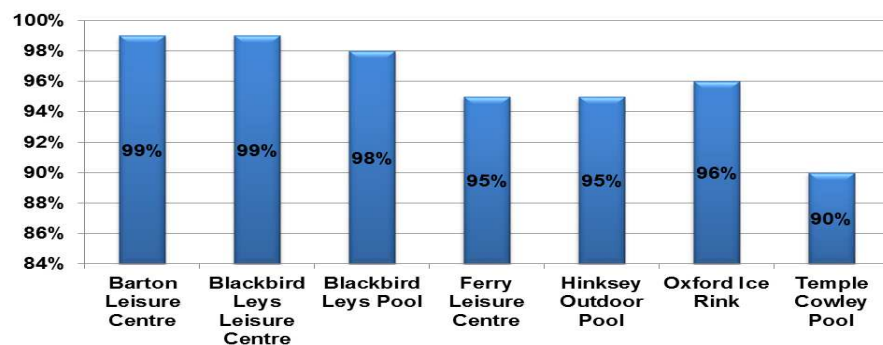
All Sites	YTD Totals
Oxford Contract 2011/12	54,025
Actual 2012/13	65,604

Appendix five: Customer satisfaction

5.1 Customer satisfaction by facility 2012/13⁷

	Barton Leisure Centre	Blackbird Leys Leisure Centre	Blackbird Leys Pool	Ferry Leisure Centre	Hinksey Outdoor Pool	Oxford Ice Rink	Temple Cowley Pool
Knowledgeable, friendly staff	100%	99%	100%	97%	99%	98%	96%
Range of activities	99%	99%	99%	98%	97%	97%	97%
Condition of building	100%	98%	93%	97%	95%	93%	71%
Cleanliness	98%	98%	99%	90%	93%	95%	85%
Value for money	99%	99%	99%	97%	92%	95%	91%
Equipment	95%	98%	98%	94%	96%	95%	92%
Ease of booking and paying	99%	100%	99%	93%	94%	98%	96%
Ease of gaining information	100%	99%	99%	93%	95%	97%	95%
Website	99%	99%	97%	96%	91%	96%	92%

5.2 Overall customer satisfaction by facility 2012/13⁸



⁷ Fusion Customer comment forms ('Please Tell Us What You Think')

⁸ As above

To: City Executive Board
Date: 10th July 2013
Report of: Head of Leisure, Parks & Communities
Title of Report: Youth Ambition Strategy

Summary and Recommendations

Purpose of report: To approve the Youth Ambition Strategy that has been updated to reflect responses from public consultation.

Key decision? No

Executive lead member: Councillor Bev Clack

Policy Framework: Strong & Active Communities

Recommendation(s): To approve the Youth Ambition Strategy (2013-17).

Appendix 1: Risk Register

Appendix 2: Equalities Impact Assessment

Appendix 3: Youth Ambition Strategy (2013-2017).

Appendix 4: Summary of consultation results

Introduction

- 1.1 The draft Youth Ambition Strategy was approved for public consultation by the City Executive Board on the 10th April 2013. The consultation enabled some very useful feedback which has helped to further improve the strategy.
- 1.2 The Youth Ambition Strategy outlines the Council's approach to improving the life chances of young people, focusing on:
 - Joining up Oxford's services for young people
 - Creating inter-partner pathways
 - How we can more fully involve young people in how we develop and deliver services
 - Levering in additional resources
 - Inspiring young people to reach their potential
 - Prioritising this work in the areas of greatest need.

2. Methodology

- 2.1 We have developed the strategy with the support and guidance of the Local Government Association's 'Routes to Success' programme and have worked with an experienced educational advisor to develop an in-depth understanding of the needs of young people in the city. We have provided a good practice case study of the work undertaken which can be found at the Local Government Association's [Knowledge Hub](#) website.
- 2.2 An extensive review of young people's needs in the city was undertaken in 2012/13; it highlighted the main priority as supporting young people to make the transition from secondary school to adulthood. The consultation supported the strategy's focus upon 15-21 year olds, and the approach to develop improved links with secondary schools to prepare students for the next period of their lives.
- 2.3 Following the thorough devolvement of the strategy its delivery will now become very visible. The second round of youth ambition grants are currently being assessed, which in line with round one will see additional youth sessions and activities being delivered. The Blackbird Leys Leisure Centre free access to under 19s Friday night session is now well established and we have continued three Positive Futures sessions where external funding had come to an end. We have already started providing activities from the Community Sport Activation Fund (which includes £139,000 of funding from Sport England). These sessions will increase to around 20 sessions per week by autumn, initially using dance, table tennis athletics, football and basketball, but will quickly become more varied in line with young people's feedback.

3. Relationships to other Strategies

- 3.1 This strategy works alongside the Council's commitment to improving educational attainment and has at its heart, a focus on improving the life chances of young people and helping to break the cycle of deprivation.
- 3.2 The Youth Ambition Strategy and needs analysis seeks to influence the City Council's policy framework to ensure it reflects the needs of Oxford's young people.

4. A summary of the work we have undertaken on local needs

- 4.1 An extensive needs analysis has been undertaken which highlights:
 - Oxford has an above average proportion of young people and this population segment is growing in size
 - Oxford's younger population is increasingly diverse
 - There are areas of the city where children and young people are affected by multiple deprivation
 - Young people are experiencing extended and fractured journeys into adulthood
 - There is a decline in young people going into further education
A high number of young people (250) are not in employment, education or training (NEETS) plus a large number of people who the state has lost contact with
 - Young people feel that they lack genuine influence on the services that impact on their lives.

5. Consultation to develop the strategy

- 5.1 The main consultation period was undertaken from the 10th May until the 9th June 2013. We also ran sessions in advance of the consultation to obtain young people's views on incentives.
- 5.2 The consultation was launched by a press release and 197 organisations were emailed directly. Posters were displayed in public buildings and esignatures were also used to raise awareness of the consultation. In addition, the draft strategy was available for comment on the Oxford City Council website and the consultation was promoted on the home page of the council's website.
- 5.3 While a broad range of views were obtained, there was a focus upon the views of young people who would not usually engage in such a process.

Summary of the consultation process

- Sessions involving 65 young people at St Gregory the Great School and Oxford Academy were held to understand what would incentivise young people to take part in positive activities
 - In School Consultation Workshops with 132 young people across the city's five public secondary schools
 - Meetings with four of the city's public secondary head teachers
 - A meeting with a cluster of primary heads
 - 73 young people were consulted at Streetsports and Positive Futures Sessions.
 - 50 young people responded to the young person's on-line questionnaires.
 - A stakeholder event was attended by 48 people on the 22nd of May. The council's apprentices were actively involved in the day which enabled first hand experiences to be discussed during the group sessions. This event was followed by a workshop with all the city council's apprentices.
 - 14 partner organisations responded to the stakeholder on-line questionnaire.
 - All relevant areas of the county council responded through a short report which is included in appendix four
- 5.4 A total of 328 young people have given their views. We will continue to involve young people in how we develop the programme, through the engagement we have during activities and through our Youth Voice. The Youth Ambition Partnership Board will also help to continue to improve the delivery of the strategy.

Summary of consultation results

- 5.5 The consultation has shown strong support for the strategy. The vast majority of comments are based on the importance of effective partnership working to create a well joined up youth offer. Common themes from the consultation:
- **Closer working with schools** – alongside the responses in appendix four we will pilot a school youth ambition grants programme. Proposals will need to be developed by young people, be outside items that schools should fund and support the delivery of the outcomes in the strategy.
 - **Closer working with the voluntary and community sector** – This financial year we will increase the Youth Ambition Grants to £75,000 and through our work with Oxfordshire Community and Voluntary Action, further support the third sector to be able to support the delivery of the outcomes in the strategy.
 - **Need for a joined up youth offer** – the main step forward in achieving this is the Youth Partnership Board. The board is made up of key people from education, business, the city and county councils, the community and voluntary sector and young people.

- **Improved communication of what's available** – to prevent duplication we will start this process within the Youth Partnership Board. We will involve young people in the development of Youth Ambition communications.
 - **That engagement with young people needs to be followed through** – our commitment to Youth Voice is a fundamental part of the strategy.
 - **That work needs to be undertaken to engage young people at risk from becoming the one in six young people not in work (ages 16-24)**
Our focus will be on young people in and more likely to end up in this group. The size and transient nature of this group means that we will encourage open access activities. We will though actively encourage young people more at risk to take part and also seek to ensure a representative balance in gender, race and disability. The target areas where we will focus our resources will be The Leys, Barton, Rose Hill, Wood Farm, Littlemore, East Oxford, Cowley and Cutteslowe estate.
- 5.6 The feedback from the consultation along with the council's response is summarised in appendix four.

6. Level of Risk

- 6.1 The level of risk is low. The main risk is programme sustainability after the four years of funding runs out. We will explore funding options to support the programme after year four.
- 6.2 The risk register is shown in appendix one.

7. Climate Change

- 7.1 While there is no direct impact on the climate from the strategy, there are opportunities to educate young people on the issues around climate change within the programme

8. Equalities Impact

- 8.1 An Equalities Impact Assessment is shown in appendix two.

9. Financial Implications

- 9.1 The programme budget is £240,000 each year from 2012 to 2016.
- 9.2 We have been successful in attaining £139,000 from Sport England through their Community Activation Fund. As part of the Youth Ambition Programme we will deliver sessions in Barton, Blackbird Leys, Wood Farm, Cutteslowe and Rose Hill). We will continue to apply for external funding and develop partnership working to ensure we are maximising the value and impact from this investment.

9.3 The year one underspend has been used to create a ring fenced budget of £100,000 and the remaining £6,000 added to the 2013/14 expenditure budget. The £100,000 will be used as the council's contribution to add to the £139,000 of funding from Sport England. This £239,000 will enable up to 20 activity sessions per week to be delivered for 40 weeks of the year from now until 2016. The remaining year one underspend has been used to increase the 2013/14 youth ambition grant. The below table illustrates the proposed expenditure, although in year changes may be made to best to deliver the objectives of the strategy and to match fund external funding bids.

Item	2012/13	2013/14	2014/15	2015/16
Staffing	£67,000	£90,000	£70,000	£70,000
Youth Ambition Grants	£18,000	£82,000	£85,000	£85,000
Youth Ambition School Grants	n/a	£40,000		
Direct delivery where there are gaps in provision	£17,000	£43,000	£62,000	£62,000
Community Activation Fund Delivery (includes external funding)		£81,400	£78,332	£79,777
Data monitoring		£3,000	£3,000	3,000
Youth Voice and promotion budget		£20,000	£20,000	£20,000
Total Expenditure	£102,000	£359,400	£318,332	£319,777
Council Budget	£240,000	£246,000	£240,000	£240,000
External funding (Community Activation Fund)	n/a	£51,400	£45,332	£42,777
Council Matched Funding (from 12/13 underspend)	n/a	£30,000	£33,000	£37,000
Grants underspend from previous year		£32,000		
Total Budget Available	£240,000	£359,400	£318,332	£319,777
Over/under spend	-£138,000	£0	£0	£0

10. Legal Implications

There are no direct legal implications

Name and contact details of author:-

Name: Ian Brooke

Job title: Head of Leisure, Parks and Communities

Tel: 01865 252705 e-mail: ibrooke@oxford.gov.uk

Appendix 1: Risk Register

Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence	Date raised	Corporate Objective
PRR-001-L&P	Value for money not achieved	Threat	Value for money not achieved due to lack of a strategic approach to this expenditure.	Strategy not approved	Value for money not achieved. The Council's priority of supporting young people is not achieved.	21 Jan -13	Strong & Active Communities
PRR-002-L&P	Programme sustainability	Threat	The programme ends in 2015 when the budget provision ends.	The financial commitment is for three years (although the Sport England funding has enabled the programme to run until 2016)	The programme ends.	21 Jan -13	Strong & Active Communities
PRR-003-L&P	The targeted outcomes from the programme are not achieved	Threat	The strategy does not deliver the targeted outcomes.	Resources are not in place to effectively deliver the action plan.	The Council's priority of supporting young people is not achieved.	21 Jan -13	Strong and Active Communities
PRR-004-L&P	Consultation not effective	Threat	Failure to capture representative views.	Poorly delivered consultation.	The strategy does not deliver its potential with specific groups of young people not included.	7 March -13	Strong and Active Communities

Appendix Two – Equalities Impact Assessment



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78

Service Area: Leisure and parks		Section:	Date of Partial assessment: 23/11/2012	Key Person responsible for assessment: Tim Sadler	Date assessment commenced: 14 th January 2013	
Name of Policy to be assessed:			Youth Ambition Programme			
1. In what area are there concerns that the policy could have a differential impact			<i>Race</i>		<i>Disability</i>	
			<i>Gender</i>		<i>Religious Belief</i>	
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact			<p>The programme is aimed at providing positive activities to young people primarily in our target areas.</p> <p>In planning the programme we need to take account of the diverse and changing demographics of the young people of the city to ensure the project and service design and</p>			

Assessment.	<p>delivery does not discriminate against a particular group or section.</p> <p>Specific efforts will be made to engage with BME groups so they are represented on the programme. This will be done by involving them in designing the content of future sessions so we can ensure they meet their needs.</p>
<p>3. Methodology and Sources of Data: The methods used to collect data and what sources of data</p>	<p>We have undertaken a city wide needs analysis which is appended to the strategy.</p> <p>The report explains the methodology.</p>
<p>4. Consultation This section should outline all the consultation that has taken place on the EIA. It should include the following:</p> <ul style="list-style-type: none"> □ Why you carried out the consultation. □ Details about how you went about it. □ A summary of the replies you received from people you consulted. □ An assessment of your proposed policy (or policy options) in the light of the responses you received. □ A statement of what you plan to do next 	<p>This is explained in the report and detailed in appendix four.</p>
<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six equality strands. There may</p>	<p>The strategy is fully inclusive for all young people within the target age groups. The age groups have been established based on an in-depth needs analysis.</p>

<p>have been other groups or individuals that you considered.</p>	
<p>6. Consideration of Measures: This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>There will be no adverse effects from the strategy as we are adding new provision to the target age groups.</p>
<p>6a. Monitoring Arrangements: Outline systems which will be put in place to monitor for adverse impact in the future and this should include all relevant timetables. In addition it could include a summary and assessment of your monitoring, making clear whether you found any evidence of discrimination.</p>	<p>We will monitor participation by ethnicity and compare with local demographics and adjust the programme accordingly to increase equitable representation.</p>
<p>7. 12. Date reported and signed off by the Equalities Board:</p>	<p>Draft agreed by Jarlath Brine 14th March 2013</p>
<p>8. Conclusions: What are your conclusions drawn from the results in terms of the policy impact</p>	<p>The Youth Ambition Strategy has inclusion at its core. As the strategy progresses systems will continue to evolve to improve the representation of the programme.</p>

9. Are there implications for the Service Plans?	YES	NO	10. Date the Service Plans will be updated	April 2013	11. Date copy sent to Equalities Officer in Policy, Performance and Communication	7 th March 2013
.13. Date reported to Scrutiny and Executive Board:			14. Date reported to City Executive Board:	10 th July 203	12. The date the report on EIA will be published	10 th April 2013

81

Signed (completing officer) Tim Sadler & Ian Brooke

Signed (Lead Officer) Ian Brooke

Equalities & Diversity Business Partner

Jarlath Brine

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Oxford City's Youth Ambition Strategy 2013-2017

Executive summary

Oxford City Council recognises the challenges facing young people and has placed a high priority in its 2013-17 spending plan on helping young people to reach their potential. Our approach is to engage young people in positive activities and by doing so help them to broaden their perception of their own capabilities and to stimulate ambition and positive insertion into the community.

An extensive review of young people's needs in the city was undertaken in 2012/13; it highlighted that the main priority is supporting young people to make the transition from secondary school to adulthood. In response, this strategy focuses on 15-21 year olds, and also identifies actions to work with secondary schools to prepare students for the next period of their lives.

Reflecting the changing landscape of opportunity and needs, we have adopted a flexible approach that will enable the Council to use its resources to have the maximum impact. The strategy focuses on:

- Joining up Oxford's services for young people
- Creating new inter-partner pathways
- How we can more fully involve young people in how we develop and deliver services
- Levering in additional resources
- Inspiring young people to reach their potential and
- Prioritising this in the areas of greatest need.

This strategy works alongside the Council's commitment to improving educational attainment and has at its heart a focus on improving the life chances of young people and helping to break the cycle of deprivation.

We have developed the strategy with the support and guidance of the Local Government Association's Routes to Success Programme and have worked with an experienced educational advisor to develop an in-depth understanding of the needs of young people in the city. An action plan is included as appendix one.

1. Setting the scene – why do we need a Youth Ambition Strategy?

1.1 We are living through a period of economic austerity and demographic and technological change. The UK currently has the highest birth rate in 40 years, with increasingly diverse communities reflecting different ethnic and cultural backgrounds, and with more complex individual needs. In tandem with this youth unemployment has become a serious feature of the wider pattern of joblessness. There are well documented social consequences that stem from long periods of unemployment or marginal employment among young people and the City's economic development policies are seeking to tackle the need for more jobs and better training provision.

1.2 In addition to our policies to develop the local economy, and the wider services provide by the City Council (appendix two), we have made a

commitment to invest £400,000 annually from 2012 to 2016 to boost our role in improving primary school educational attainment, particularly in more deprived neighbourhoods. The Council has invested a further £240,000 in each of those years to deliver the Youth Ambition Strategy. This level of investment in positive activities can be contrasted with the potential cost of inactivity; for example placing one young person in custody for a year costs £140,000¹ and the national cost of responding to anti-social behaviour is £3.4 billion per year².

- 1.3 The Council's Corporate Plan details its priorities, and makes clear our commitment to Oxford's young people is a key priority. The Youth Ambition Strategy outlines our approach to supporting young people in the city, and seeks to influence the City Council's policy framework to ensure it reflects the needs of Oxford's young people.

2. What does the strategy cover?

- 2.1 The strategy details the Council's approach to improving the life chances of young people, examining how we will target resources, the importance of coordinating services and our work with partners; and the active involvement of young people themselves.
- 2.2 The needs analysis identifies 15-21 year olds as the highest priority age group (rising to 25 year olds for vulnerable young people). The strategy puts their needs at the core of our action plan and also includes preventative work with young people of secondary school age.

3. The Oxford Context

Demography

- 3.1 In common with many cities there are major inequalities in life opportunities in Oxford. The Indices of Deprivation 2010 places Oxford in the top half of the most deprived local authorities in England. The Index of Multiple Deprivation 2010 ranks Oxford 131st out of 354, placing it in the top half of the most deprived local authority areas in England. Of 85 areas in Oxford, 12 are among the 20% most deprived areas in England, with one area in the Northfield Brook ward among the 10% most deprived. Around 23% of Oxford's under-16s live in low-income households and child poverty is a key concern in eight neighbourhoods which feature among the 10% worst affected in England.

Health

- 3.2 Oxford's demography exhibits a range of health inequalities; life expectancy is 7.7 years lower for men in the most deprived areas of Oxford compared to the

¹ <http://www.guardian.co.uk/society/2010/mar/01/jail-young-offenders-rehabilitation>

² National Audit Office, 2006.

least deprived areas.³ UK children are spending less and less time outdoors. In fact the likelihood of children visiting any green space at all has halved in a generation.⁴ In the last national schools survey just 26.74% of Oxford's school children were physically active; the national average was 55.1%.⁵ In Oxford, 19.8% of year six children are classified as obese.⁶

Attainment

- 3.3 While there has been an increase to 78% of all pupils at the end of primary school achieving Level 4+ in both English and Mathematics, Oxford is still one per cent behind the national average. In relation to pupils at the end of Key Stage 4 achieving 5+ A* - C, Oxford is at 51.8%, well behind the national average of 59%.
- 3.4 A key thrust of the City Council's work with partners to break the cycle of deprivation is ensuring that young people have the skills they need to gain employment. The successful bid to government for City Deal status has the potential to act as the catalyst for partners to work together to grow the economy and provide future employment opportunities.
- 3.5 The City Council has also commissioned a programme to accelerate learning in literacy and numeracy at Key Stage One. The programme also supports children who have not had a good grounding in literacy and numeracy at Key Stage One in order that they can catch up at Key Stage Two.
- 3.6 **Summary of the local needs assessment and analysis:**
<http://www.oxford.gov.uk/policy#3>
- 3.7 An extensive needs analysis has been undertaken and it highlights the following challenges for young people:
- Oxford has an above average proportion of young people and this population segment is growing in size. Oxford has almost 60,000 children and younger residents aged 0 to 24 in 2011, equivalent to 39% of the population.
 - Oxford's younger population is increasingly diverse. Nearly half of births (47%) in 2010 were to non UK-born mothers, compared with a national and county average of 26%.
 - There are areas of the city where children and young people are affected by multiple deprivation. Almost 6,000 children in Oxford live in poverty and over 2,500 of households with dependent children have no adult in work.

³ DOH: Public Health Observatories – Oxford Health Profile 2011

<http://www.apho.org.uk/resource/view.aspx?RID=50215&SEARCH=oxford&SPEAR>

⁴ Natural England. (2010). Wild Adventure Space: its role in teenagers lives

⁵ PE and school sport survey 2009/10, measured the number of young people taking part in at least 3 hours of PE & School Sport each week in years 1 to 13.

⁶ Oxford Health profile, (2011)

- Young people are experiencing extended and fractured journeys into adulthood, with a 20% increase in the number of 20-34 year olds living with parents since 1997.⁷
- There is a decline in young people going into further education which coincides with the loss of the Education Maintenance Allowance and a reduction in face to face careers advice to young people.⁸
- As of May 2013, 234 young people ages 16-18 are not in employment, education or training (NEET). The not in learning (NIL group), which includes the NEET, currently stands at 377 young people. In both categories the majority of young people live in Barton and Blackbird Leys. There are also a large number of young people whose status is not known.
- Young people are 'bumped down' into still less remunerated and more insecure jobs and drift in and out of employment. One in three graduates are working in lower skilled jobs compared with one in four 10 years ago.⁹
- Young people have a lack of genuine influence on the services that impact on their lives.

3.8 National context

3.9 The local messages are echoed nationally. A recent research report "Great Expectations" from the Local Government Network¹⁰ found that the views of young people today are similar to previous generations. Where they found they differ is often because today's youth tend to have more higher aspirations than preceding generations. We are fast approaching one million 16-24 year olds out of work and TUC figures show that between 2002 and 2012 the percentage of unemployed young people doubled from 10 to 20 per cent¹¹. This mismatch of high aspirations and high unemployment amongst young people has resulted in what they have termed an "expectation gap." Without concerted action there is a strong risk of young people's withdrawal and disengagement from society.

3.10 Compounding these issues in June 2010 there were significant reductions in Connexions provision, the Education Maintenance Allowance (EMA) was terminated and replaced by a much smaller institution based grant, and at the same time University tuition fees have greatly increased by up to £9,000 per year. In January 2013, the Prince's Trust undertook a major survey of young people and found that NEET young people reported that they were depressed 'often or most of the time'¹². Unemployment has been found in a number of studies to have a long term 'scarring' effect on young people, affecting their future health and economic well-being.¹³

⁷ Office for National Statistics, 2011, Young adults living with parents in the UK

⁸ Figures from Oxford and Cherwell Valley College 2012

⁹ Office for National Statistics, 2012, Graduates in the Labour market

¹⁰ Great Expectations - The next steps for a new generation, Dr Claire Mansfield, (2013)

¹¹ Generation Lost: Youth unemployment and the Labour Market TUC Touchstone publications.

¹² The Princes Trust Youth Index 2013

¹³ Generation Lost, *op cit*

- 3.11 The Government has provided guidance for the support of young people in *Positive for Youth* (Department for Education, December 2011). They are calling on local authorities to take a leadership role in supporting young people. This Government has retained the statutory duty on local authorities with the responsibility for Children's Services to secure the provision of sufficient leisure-time activities for young people's well-being, including youth work. At this time they have not identified clear standards for local provision and therefore what the level of service should be.
- 3.12 Health and wellbeing boards, established as part of the government's health reforms, have been given the local coordinating role to represent the needs of young people. This Youth Ambition Strategy helps to deliver on all four of Oxford's children and young people priorities and also supports the health improvement priority of preventing chronic disease through tackling obesity.

3.13 How other organisations are working to support young people

Oxfordshire County Council

- 3.14 As part the County Council's youth services they have created a single integrated Early Intervention Service delivered through seven Hubs and 44 Children's Centres. Two of these hubs are in Oxford, with one at Littlemore and the other at East Oxford and four satellite facilities in the city. The service provides early intervention and specialist services to children, young people and families with additional and complex needs, both through County staff and partner agencies. They work with people up to 19 and up to 25 where there are special educational needs and care leavers. The impact of these changes is as yet not fully understood, but there are positive early indicators of more holistic services to children, young people and families.

Schools

- 3.15 Although the City Council is not the local education authority, we have allocated £400,000 per year (2012-2016) to raise attainment in City primary schools. It has commissioned a leadership programme for 12 schools which is being delivered by Oxford University and Oxford Brookes University in collaboration with Oxfordshire schools. It has also commissioned an instructional programme to raise literacy and/or numeracy standards in eight schools in disadvantaged areas. Primary school attainment in the City rose in 2012, and the objective is to assist schools with lower levels of attainment to achieve results that are 10% above the national average. This programme is expected to have an impact on results from 2014 onwards.

Secondary education

- 3.16 Secondary school results in the City have improved in recent years but they remain below the national average and nearly half the young people in the City (48%) still do not achieve the Government's benchmark standards of five GCSE's at A* to C with English and Mathematics. Indications are that the withdrawal of EMA has affected the numbers of young people attending

Oxford and Cherwell Valley College between 2011 and 2012. Research shows that young people from disadvantaged circumstances are more likely to experience fractured transitions from education to employment and that this is more likely for young people who are uncertain of what they want to do, or whose expectations are not aligned with what is possible, or available, in the current very competitive youth labour market¹⁴.

Voluntary and community groups

3.17 There are a plethora of groups working with young people in the city; the main ones have been shown in (appendix three). To achieve the objectives of the strategy we need to actively look for opportunities to work with these groups to maximise the outcomes they deliver for young people.

4. Where we are now?

4.1 The overarching outcomes that the Council is striving to achieve are:

- More active, engaged young people
- Fewer young people either involved in crime and antisocial behaviour or being victims
- Helping to get young people into work.

4.2 To work towards meeting these aspirations the City Council has invested in creating a diverse high quality leisure, culture and play offering. We believe that engagement with a wide range of sporting and cultural activities from an early age can:

- Offer opportunities for young people to share their experiences with others, and help to build social cohesion
- Expand young people's horizons and generate a sense of ambition
- Develop technical skills, discipline and the confidence necessary for future success. (Youngsters who are not physically active, for example, have numeracy scores, on average, 8% lower than participants.¹⁵)
- Improve educational attainment
- Open up possibilities for employment of talented and committed young people, including in the creative and sports industries.
- Provide access to positive role models.

5. Our plans

5.1 Our approach is underpinned by the work we have undertaken on needs analysis and evidence of the positive difference non-formal learning can make to young people's life chances. Appendix four highlights key research evidence brought together in a recent publication from the Young Foundation *A Framework of Outcomes for Young People* (2012) that identifies the

¹⁴ Yates, S., Harris, A., Sabates, R. and Staff, J. Early occupational aspirations and fractured transitions in *Journal of Social Policy*, 2010 pp 1-22

¹⁵ Department of Culture Media and Sport - Culture and sport evidence programme research, 2010

essential contribution of personal, social and emotional skills and capabilities to success in later life.

Objective one - Understanding local needs

- 5.2 As communities become more diverse we will increasingly require a sophisticated understanding of needs. While national trends and county wide data such as the Joint Strategic Needs Assessment are helpful, we have undertaken a full assessment of young people's issues in the city to ensure our resources flow into areas where they can have the greatest impact. This needs assessment will be revisited annually to keep our understanding up to date and will be shared with partners. The data will also be included within all our grant perspectives to encourage a coordinated approach.
- 5.3 The data provides a solid foundation; to provide the most accurate picture we need to combine these findings with information from a variety of sources, such as our staff who are working with young people, schools, colleges and other key partners. This approach reduces the likelihood of needs being assumed and ensures that we focus on ensuring we continually improve our understanding of needs.
- 5.4 Our focus will be on young people who are more likely to be, or become one of the one in six 16-24 year olds not in work. The size and transient nature of this groups means that we will encourage open access activities. We will though actively encourage young people who are more at risk of negative life outcomes to take part. We will work to ensure a representative balance of young people are taking part, taking account of aspects such gender, race and disability. The areas where we will focus our resources will be The Leys, Barton, Rose Hill, Wood Farm, Littlemore, East Oxford, Cowley and Cutteslowe estate.

Objective two - Involving young people

- 5.5 The National Youth Agency's publication *Valuing young voices, strengthening democracy* (2010), outlines the benefits of giving young people a voice. These include increased confidence and developing a wide range of personal and social skills. There are also benefits to the council such as increased legitimacy and accountability and ultimately improved service provision.
- 5.6 To ensure effective involvement we will develop an inclusive and representative system, focusing on our target areas, to give Oxford's young people a genuine voice. This will involve a variety of methods ranging from targeted events, through to using technology such as social media to engage young people. We will also work with partners, in particular schools, the County Council and young person's organisations, building on existing engagement platforms, and encouraging all organisations that provide services to young people to increasingly co-design those services with young people so they can have greater impact.
- 5.7 We will pilot what are known as "open space" sessions where young people are invited to develop their own agenda and given support to develop solutions.

- 5.8 Throughout the programme we will seek to present a range of role models to inspire young people and where appropriate introduce supportive adults to provide a stable figure in the lives of young people.
- 5.9 Volunteering can also play a significant role in developing self-confidence and a wide range of skills. It supports the development of self-efficacy as young people start to see that they can influence decision making, take some control and for example improve their local area, thus contributing to community cohesion. Volunteering contributes to the improved employability of young people as they gain valuable skills for work and adult life.¹⁶

Objective three - Building capacity in voluntary and charitable organisations

- 5.10 The Council is focused upon the best way to deliver outcomes and recognises the significant role that voluntary and charitable organisations play.
- 5.11 The Council will invest in Youth Ambition Grants and, where necessary, allocate officer resource to work with groups to help them to build capacity and develop an understanding of other funding options available to them. The Council will also further align its wider grants programme to help to deliver the strategy. We will involve young people in assessing our youth ambition grants to give them ownership of the process and provide the Council with further insight into what is likely to have the most impact. We will develop and introduce monitoring and evaluation that takes account of the size and complexity of the grants and over time we will implement quality assurance processes for all of the activities we deliver and commission for young people.

Objective four - Partnership working

- 5.12 The Council is one of many organisations involved in supporting young people in the city. A key ambition of this strategy is the development of well-coordinated, accessible services for young people. To achieve this, the Council will continue to work with traditional partners and will actively seek to develop new partnerships in areas such as business and encourage other organisations into the city to add to the local offer. Solid governance will be established by an independently chaired Youth Ambition Partnership Board. The board will report into the Oxford Strategic Partnership which is where key partners from across the city come together to improve the services and opportunities for the city's residents.
- 5.13 The County Council's youth provision is now focused upon early intervention and as such we will compliment what they provide with a mix of universal and more targeted services based on our needs data. We will target our grants to try to facilitate community organisations to step in where we see gaps in provision, especially in our target areas. We offer more targeted sessions through our Positive Futures team who will also continue to be commissioned to deliver sessions for other organisations. The Positive Futures team will

¹⁶ Valuing young voices, strengthening democracy: The contribution made by youth engagement LGA (2010)

work to create clear pathways, help to identify and signpost young people at risk who are attending universal services and liaise with partners to share this information. We will also increasingly use sport and cultural activities to deliver broader life messages to young people. This will focus upon improving their employment opportunities and reducing the chances of them being impacted by crime. We will also signpost children, young people and their families to the wider support services provided through the county council's Early Intervention Service and other voluntary and community groups.

- 5.14 Recent research of nearly 4,000 projects into how sport can improve the lives of disadvantaged young people found that Sport reduced the risk of participants experiencing a range of social problems by between 4.5% and 19.2%¹⁷ (appendix five). The areas of the greatest impact were found to be reduced substance misuse, reduced crime and antisocial behaviour, increased wellbeing and improved educational attainment. Engagement with arts and culture has been found to improve attainment, cognitive abilities, employability and the likelihood of students from low income families going on to achieve a degree¹⁸.
- 5.15 We will work to develop improved co-ordination of activities and improve activities where there is either poor quality or gaps in current provision. This requires mature partnership working and where possible bringing partners and resources together to have an increased impact. Positive examples of this will be through joint events and work we will undertake to continue the City's Olympic Legacy.
- 5.16 Partnership working will be further developed to improve access to and communication of young people's services through the most appropriate channels. This will include improving the signposting of existing provision, harmonising internet systems and where necessary developing new applications with our partners.
- 5.17 We will seek to continuously improve our services; the success of the youth offer and its accessibility will be regularly tested through quality assurance processes and the involvement of Oxford Youth Voice.

Objective five - Monitoring, impact and value for money

- 5.18 We currently use a database called Substance that enables us to monitor the journeys undertaken by young people. We will expand this system to attain usage data from the new activities we develop and also work to capture the data from the activities we grant fund.
- 5.19 Following consultation with young people we are piloting a rewards system to encourage young people to attend positive activities with rewards such as clothes or tickets to events.

¹⁷ Creating the business case for investing in sport for development work for disadvantaged young people in the UK, Substance (2012)

¹⁸ [Cultural Learning Alliance](#), (2013)

5.20 While it is firmly established that a range of positive activities help to improve the life chances of young people, we will seek to develop social and economic impact assessments for the activities we undertake. This will not only help to demonstrate the effectiveness of the services we deliver, but also help to prioritise future investment both from the Council and partners.

What we will achieve

5.21 These measures focus on the experience and the wider impact of the programme to the lives of the young people. Where we have not set a target we will work over the next six months to attain sufficient data to do so.

Young people's experience.

Measure ref	Measure	Target
YA1	Numbers of young people engaged in the programme (we will develop this measure to include the representativeness of participants e.g. gender)	Year one - 5,000, 5% year on year increase for the next two years.
YA2	Satisfaction with the activities we provide.	> 90% at least satisfied
YA3	Young people's voice and influence.	> 60% of grant decisions are made with the active involvement of young people.

Where appropriate, we will use the Outcomes Star¹⁹ to record the development of personal, social and emotional skills and capabilities of young people.

Results - long term, what's changed?

Measure ref	Measure	Target
YA4	Evidence of impact for increased participation of young people in decision making.	Six examples per year.
YA5	Number of young people on the programme moving from NEET into employment, education, or training.	12 people in year one.
YA6	Percentage of young people on the programme volunteering	Year one target 20%.
YA7	Improve the number of young people engaged with the programme who achieve a Level 2 equivalent qualification (ie a qualification equivalent to 5 GCSE's A* to C with English and maths).	Establish baseline in year one.

We will use the substance system and the data we collect to begin to demonstrate the economic impact of the programme.

¹⁹ An approach to measuring change when working with vulnerable people in areas such as physical health, offending and motivation.

Appendix One – Action Plan (to be updated annually)

Objective one - Understanding local needs

What do we want to achieve?	How are we going to do it?	Milestones	Timescale for completion	Responsibility for delivery	Resources
A city wide understanding of needs	Share our needs assessment	Publish on the web	June 2013	Positive Futures Programme Manager (PFPM)	Officer time
	Review needs assessment	Next review January 2014	Annually	Youth Engagement Officer	Officer time
	Consult on the strategy	Consultation (April –June 2013)	Updated strategy agreed Sep 2013)	Youth Engagement Officer	Officer time
Partnerships with local business	Engage local business to add value to the programme	Business representation on the partnership board	Sept 2013	PFPM	Office time
	Understand how the programme can support local businesses	Business focus group meeting	Sept 2013	PFPM	Office time

Objective two - Involving young people

What do we want to achieve?	How are we going to do it?	Milestones	Timescale for completion	Responsibility for delivery	Resources
More engaged young people	Develop a coordinated vehicle for youth voice in the city	Map youth engagement across the city.	July 2013	Youth Engagement Officer	Officer time / £15,000
		Plan in place	Aug 2013	Youth Engagement Officer	
	Youth voice vehicle in each target areas		Dec 2013		
A diverse and representative range of young	Target involvement in under represented groups	Incentives in place to encourage involvement (April 2013)	Improved representation (July 2013)	Youth Engagement Officer	Officer time

people involved					
Co-design of service provision	Open space event with organisations and young people Build on the inspiration from the Olympics	Event planning (April-July) The first event designed by young people (September 2013)	Event held Sept 2013 A young person developed section to the legacy plan (April 2014)	Education Advisor Development Manager	Officer time / £2,000 Officer time / £5,000
Decisions taken by young people	Develop training for young people on specific issues (to meet their needs) and explore tools such as online voting to help young people get involved.	A training plan in place (Aug 2013) Marketing material developed by young people	Young people taking ownership of the development plan (April 2014) Autumn 2013	Youth Engagement Officer Youth Engagement Officer	Officer time £5,000
More young people volunteering	Increased range of volunteering opportunities	Improved signposting to current activities to match opportunities to young people's ambitions.	An improved volunteering offer (April 2014)	Oxford Community and Voluntary Association	Within current commission

46

Objective three - Building capacity in voluntary and charitable organisation

What do we want to achieve?	How are we going to do it?	Milestones	Timescale for completion	Responsibility for delivery	Resources
Improving the capacity of community groups to improve the opportunities available for young people	Targeting grants where they can have the most impact	Young people assessing grants and recommending awards Youth ambition outcome measures added to the grant criteria Self reporting of attendance in their activities Cultural organisations we commission have targets for engagement of young people embedded in their Service Specifications	April 2013 June 2013 Aug 2013 April 2013	Youth Engagement Officer Youth Engagement Officer Positive Futures Programme Manager Culture Manager	£50,000 per year Officer time

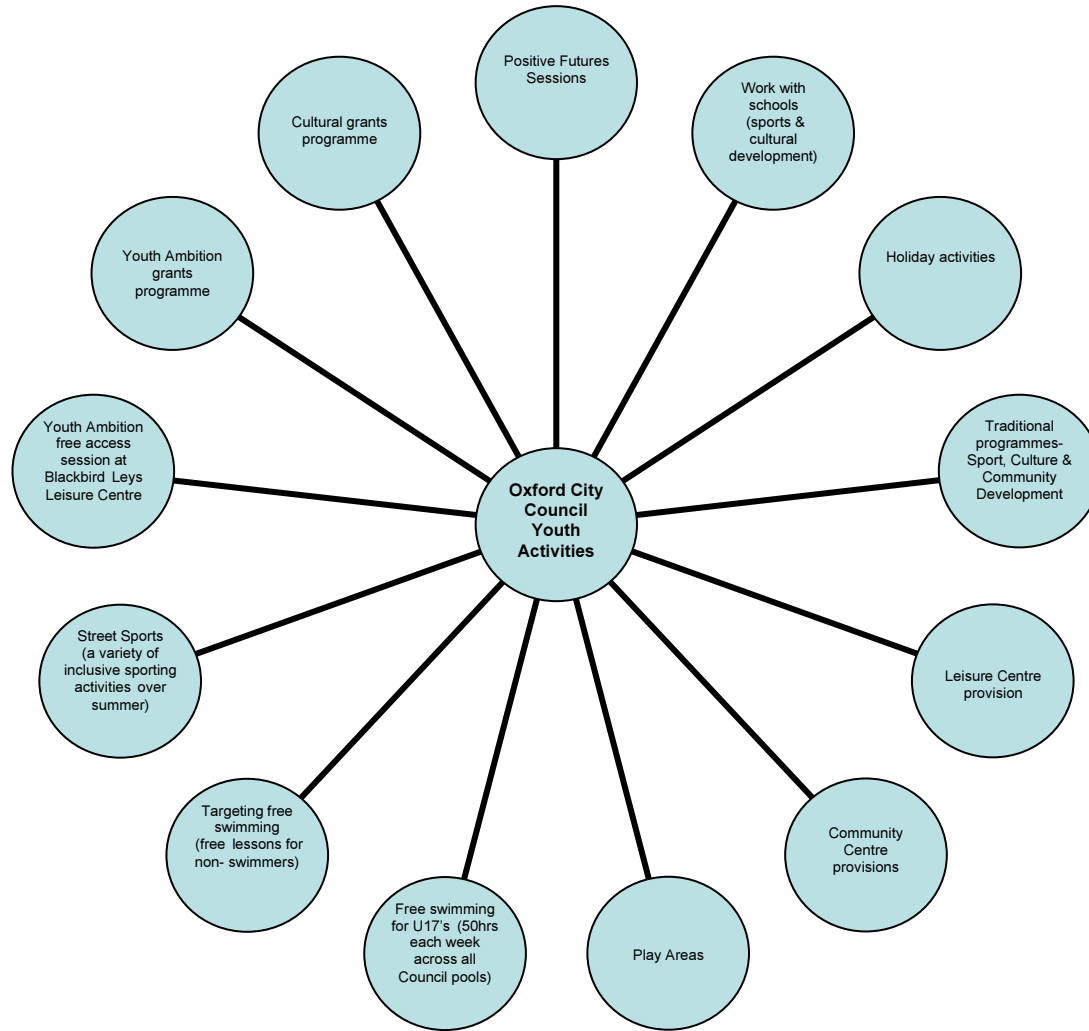
Objective four - Partnership working

What do we want to achieve?	How are we going to do it?	Milestones	Timescale for completion	Responsibility for delivery	Resources
Improved co-ordination of young peoples activities	Independently chaired youth steering group with County Council and key partners	Members in place (May 2013) including a rep from local youth partnership.	First meeting (July 2013)	Head of Service / Education Advisor	Officer time
	Develop a joint delivery plan	Plan developed (June-Aug 2013)	Plan in complete Sept 2013	Head of Service / Education Advisor	Routes to Success programme
	Develop youth partnerships (or the most suitable model) in each target area	Visit each secondary head	May – Aug 2013	Head of Service / Educational Advisor	Officer time
	Improved coordination of our holiday activities programme	Programme commences April 2013	Summer 2013	Positive Futures Operations Manager	£145,000 budget
	Develop networking events with partners	First event	2014	Head of Service / Communities Manager	£1,000
Ensure high quality delivery	Implement quality assurance for sessions we deliver and commission and encourage other to take it up	Suitable quality mark adopted	Quality mark in place (April 2014)	Positive Futures Operations Manager	Officer time
Joint offering with schools	Representation from schools on the youth ambition board	Suitable rep chosen (May 2013)	June 2013	Head of Service / Educational Advisor	Officer time
Increased usage by young people at leisure and community centres	Involve young people in developing the programme	Programme review (June –July 2013)	New session Sept 2013	Leisure Manager /Fusion Lifestyle / Communities Manager / Culture Manager	Officer time
	Prioritise young people in the annual service plan	Agree the plan	April 2013	Leisure Manager /Fusion Lifestyle	Officer time
		Develop session at Blackbird Leys LC to involve partners			
Improved health	Work with public health to deliver the health and wellbeing board's young people prioritise.	Meeting with health colleagues	May-June 2013	Head of Service / Development Manager	Officer time
		Plan in place	September 2013	Head of Service / Development Manager	Officer time

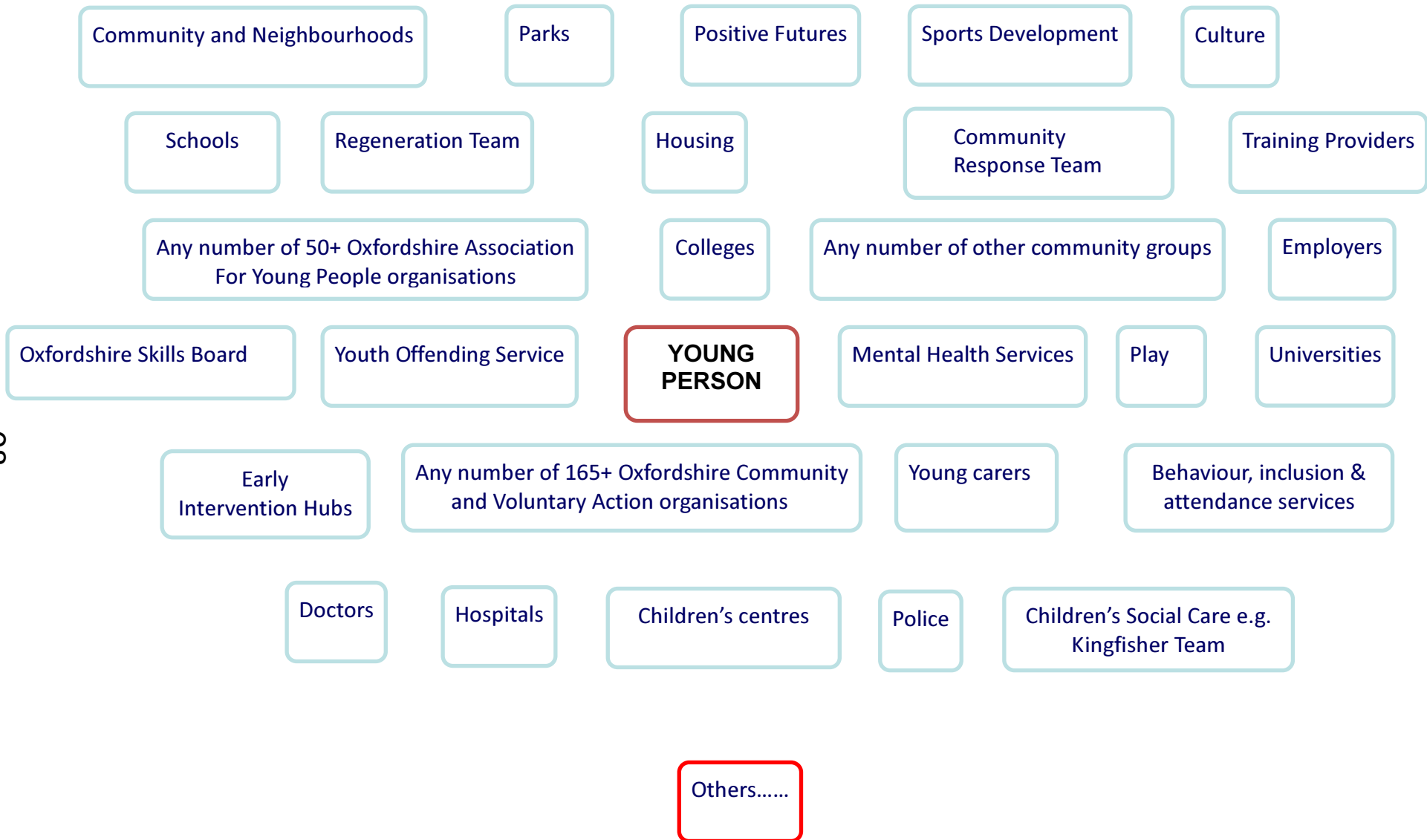
Objective five – Monitoring, impact and value for money

What do we want to achieve?	How are we going to do it?	Milestones	Timescale for completion	Responsibility for delivery	Resources
Impact measured	Expand our use of the Substance system Targets set	Licenses for sports development staff	Sept 2013 Outcomes framework complete (Dec 2013)	Support officer	Officer time
Pool resources with partners	Match funding bids to partner agencies	Sport England bid	April 2013	Development Manager	Officer time

Appendix two – Oxford City Council Youth Activities



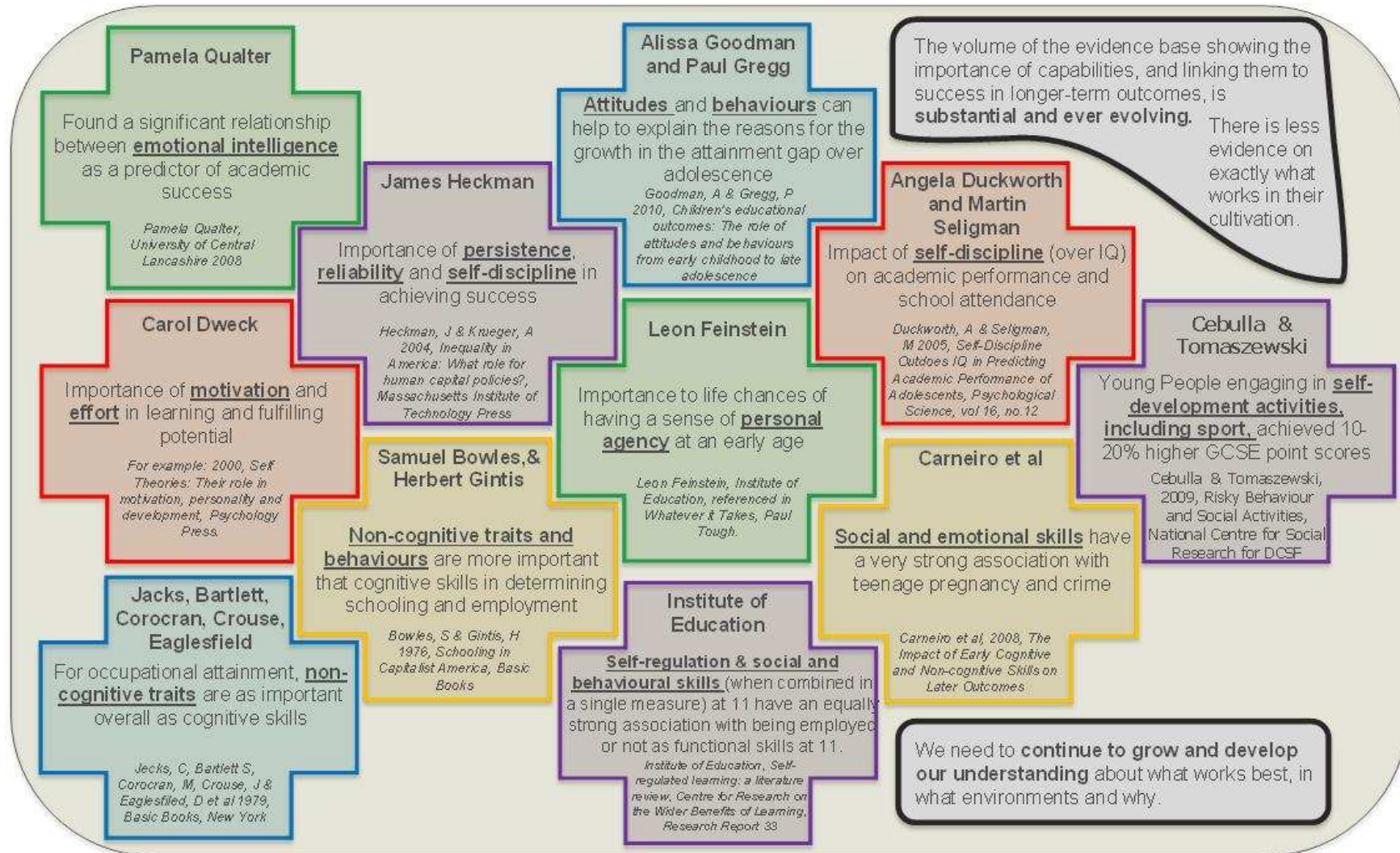
Appendix three- Groups working with young people in the city



86

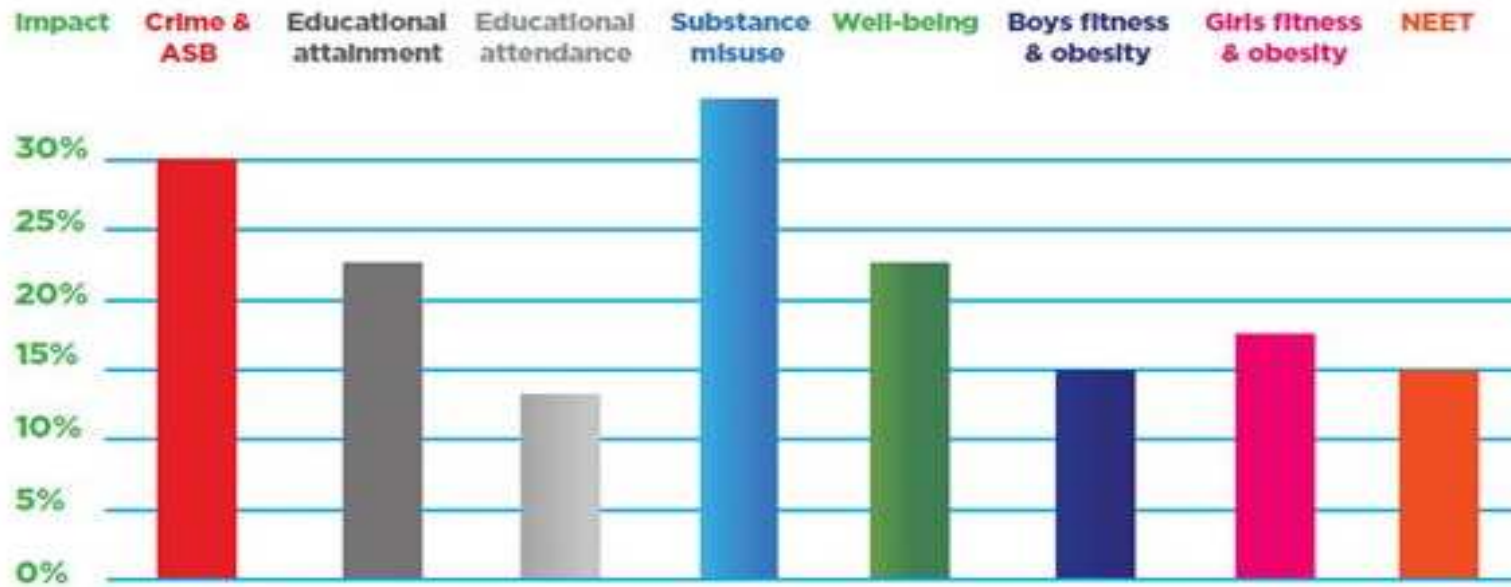
Appendix four - The evidence base Young Foundation, 2012

66



Appendix five - How sport can improve the lives of disadvantaged young people

Figure 1: Impact projection for all projects



Taken from a sported. commissioned research project carried out by Substance "Creating the business case for investing in sport for development work for disadvantaged young people in the UK

Oxford City Council

**Summary of public consultation on the
Youth Ambition Strategy**

10th May – 9th of June 2013

Appendix four



Feedback on objectives from partners and stakeholders

Objective One: Understanding Local Needs		
	Feedback given	Action
1	Accurately map all the organisations working in local areas and the activities they deliver (as appendix 2 of the draft strategy document but with specifically named groups).	There are a large number of organisations working with young people in the city. We will work with key partners to explore the best way to undertake this work.
2	Regular networking events for partners to share their needs and the needs of the young people they work with. This information should then be fed into the needs analysis which could be developed to show information for specific areas of the city.	We will keep the needs data up to date for the duration of the strategy and continue to work with partners to do this. We will work with partners to develop networking events.
3	Consultation with local groups and young people to be conducted before programmes are developed and delivered to ensure the local demographics and their specific barriers are understood and, where possible, removed.	This recommendation is very much in line with our plans for Youth Voice.
4	Commission groups to work in areas that can evidence knowledge of local needs and build reporting on these needs into the monitoring process. These reports can then be added to the discussed area specific needs analysis.	We will progress this.
Objective Two: Involving Young People		
5	Facilitating a group of young people which contains representatives of third sector organisations, as many charities are not large enough to have their own groups. This group could then become a resource for the city's voluntary organisations when they require the input of young people.	Wherever possible we would want our Youth Voice to support the third sector.
6	Increasing the power of young people by giving them the final decision on which organisations Youth Ambition Grants and other grants that affect young people are given to.	We have already progressed this by involving young people in prioritising grants. We will explore how we can extend this within our wider grants programme.
7	Creating a 'Shadow Council' which could attend meetings to see how the Council functions.	We will look into models where young people have effectively become involved in local democracy.
8	Creating location-specific focus groups and engaging young people involved with the Early Intervention Hubs, targeting young people who have been excluded from school or are on the verge of exclusion to ensure not only the motivated and already engaged young	Our Youth Voice will focus on engagement from young people in our target areas.

	people take part.	
9	Hosting an annual Festival of Youth designed and delivered by young people.	There are similar events already in place. We will talk this through at the Youth Partnership Board.
10	Developing Youth Inspectors, who, like mystery shoppers, could assess services and feed in recommended changes.	We will assess where this has worked well elsewhere and then decide it is something that would work in Oxford.
11	Oxford City Council may have a role to play in facilitating the communication of the Youth Voice between partners and stakeholders.	This will be discussed at the Youth Partnership Board.
12	Within the strategy it was suggested that there is a need to provide clearer desired outcomes for engaging young people.	Both – success will be measured through the achievement of the targets in the strategy.
13	It has been noted that on-line consultation methods should not be used alone as this creates a barrier to participation for a number of young people who do not have access to the internet or have not had enough time exploring the internet to effectively engage.	We agree - within this consultation we have primarily used face to face interventions with young people.
14	Observations about the difficulty in engaging young people who are 'not normally involved' were made.	We have created a new role "Youth Engagement Officer" who will be focused upon ensuring this group of young people have a voice.
15	<p>Common themes from the stakeholder workshop</p> <ul style="list-style-type: none"> • Look at what's out there to engage young people in a non-educational but social environment that is diverse and engaging i.e. outward bounds, team building • Young people more involved in service design, gaining valuable skills and rewards they value • Accessible formats, use of language that is appropriate to young people whilst using accessible technology • Go to where the young people are rather than waiting for them to come to us, engage at an established activity/venue in which they freely take part already • Listen- questions may not let them say what they want • Identify the strengths and weaknesses of the young people and tailor to their needs • Build confidence and respect, become that respected adult influence that some may not have, 'someone believes in me' • Don't make empty promises to young people who may already be disengaged with authority and adults • Work with young people early to identify 'at risk' groups. Is 16 too late for some? • Diverse range of subjects- expand away from 'traditional' 	<p>We do undertake these types of activities though our Positive Futures Team.</p> <p>The work we have done on incentives will help with this. We have more work to do to understand how best to communicate with the city's increasingly diverse range of young people.</p> <p>This is how our Streetsports and Positive Futures Teams already engage with young people. This is a key part of Youth Voice.</p> <p>We have a data system that helps us to track the journey of young people.</p> <p>We believe this a key point and will work with partners to expand our mentors work.</p> <p>The needs analysis has shown that this is where we can have the most impact.</p> <p>http://www.oxford.gov.uk/policy#3</p>

		As part of the consultation with young people we have explored what activities are most appealing to them. We will continue to evolve what we offer through continued dialogue with the young people we work with.
Objective Three: Building Capacity in Voluntary and Charitable Organisations		
16	What support can be given to helping community organisations to create an evidence base to enable them to secure external investment?	Support is available through the Oxfordshire Community and Voluntary Organisation (OCVA). We would also encourage groups to record all their usage data. We can advise on the best ways to do this.
17	It is important Oxford City Council does not duplicate provision, rather it must utilise community provision, support it to flourish and establish links and pathways so young people can stay involved past the point of no longer being 'eligible' for some activities.	A key focus of the Youth Partnership Board will be the creation of an integrated Youth Offer – in areas such as volunteering opportunities, the transition to work and positive activities.
18	Increased professional advice and guidance on the effective management of voluntary run organisations.	Better communication around the services offered by OCVA and the Oxfordshire Association for Young People.
19	Professional development opportunities, motivation and increased support for adult volunteers.	As per 18.
20	Support to understand how their (<i>community groups</i>) work fits into the bigger picture and how they are supporting strategic aims.	As per 18.
21	Increased communication across the city about what is taking place and the successes being achieved.	We agree and this will be developed by the Youth Partnership Board.
Objective Four: Partnership Working		
22	Increased communication across partners of what is being delivered in the city, where and by whom with regular briefings sent to members and partners and the creation of a young person's section on the Oxford City Council website.	We will work with young people to look at how we can improve the way we provide information for young people on

		our website.
23	Issue specific networking events and workshops to identify what actions should be; which organisations are best placed to carry actions forward and share best practice.	As per two
24	There is a need for local partnership meetings.	We have now set up our Youth Partnership Board which will be chaired by a secondary school head teacher and include key partners.
25	There are a number of Youth Partnerships across the city so we need better communication about the existence, purpose and make-up of these groups.	This work will be undertaken by our Youth Engagement Officer and will be added to the action plan.
26	The provision and support of young volunteers who act as ambassadors for both the City Council and the organisation they are placed with.	This work will be undertaken by our Youth Engagement Officer
27	Increased sign posting and referring to external provision 'rather than being one sided' into the City Council's provision.	We are very keen to develop a well co-ordinated youth offer and will work hard to make this happen.
28	Increased opportunities to celebrate success.	Agree – celebrating success will be a key part of the programme.
29	Improved communication about what we do - <i>'I am the young people's lead in my organisation and only heard of the Youth Ambition strategy by coincidence.'</i> <i>'As a school governor we do not get information from you'.</i>	We are currently developing a communication plan and have taken on board these comments
30	Strong, collective and transparent leadership is required – 'Is this Oxford City Council's strategy or Oxford's?'	It is a City Council strategy, but very much for the people of Oxford. This is why partnership is such a key aspect within the strategy.
31	'I find it disappointing that young victims of crime and bullying are only mentioned once in the document and no clear activities have been implemented to meet this groups' needs – and that it's not being done in collaboration with SAFE! which has expertise in this area.'	We believe that by improving the resilience of young people we will help to address issues such as bullying. We will meet with SAFE to talk through.

32 The county council is supportive of the aspirations / ambitions of the strategy and welcomes the proposed partnership approach. Given the county council's responsibilities there will be a need to work closely together to ensure that our approaches are aligned and achieve the maximum impact for both councils limited resources.

Early Intervention

We welcome this strategy and the clarity it provides in relation to the statutory duty "to secure services and activities for young people aged 13 – 19 and those with learning difficulties to age 24, to improve their well-being".

Para 3.7 6th bullet. The document makes reference to the number of NEET young people. Because of the nature of young people and employment these figures are only accurate at a specific moment in time. We also need to make clear the age range here – generally speaking the Government measure NEET/EET information by national curriculum year not specific age - so suggest the following amendment to this paragraph below. (Data for NEET/EET young people is held by OCC)

As of May 2013, 234 young people in the national curriculum years 12 – 14 are not in employment, education or training (NEET). The not in learning (NIL group), which includes the NEET, currently stands at 377 young people (national curriculum year.12 – 14). In both categories the majority of young people live in Barton and Blackbird Leys.

Para 3.11 re the paragraph about the 'Positive for Youth' document – this was followed up in June 12 with 'statutory guidance for local authorities on services and activities to improve young people's well-being'. This contains some more specific responsibilities than in the policy paper.

Para 4.2 Data from the Child and Maternal Health Observatory (chimat) March 13 shows Oxfordshire as a whole significantly below the England average for "participation in 3 hours of sport/PE". This Observatory doesn't give Oxford specific information as far as I am aware but this may be possible to access. This data really adds to the health rationale for developing more provision.

In the section about recording it is important to recognise that the 'Outcomes Star' system is not only about physical health, substance misuse and offending but really importantly for the work in

We are committed to supporting the life chances of young people in the city, although unlike county and unitary council's we do not have a statutory duty to do this.

We have made this change.

Within the Youth Partnership Board we

the City the Youth Star (one of the 'stars' in the Outcomes Stars suite) provides the basis for quantifying more holistic aspects of a young person's life that make a difference to their life choices e.g. communication, hope and dreams, work and education, making a difference etc as well as choices and behaviour.

Education

Page 5- there is no mention of the very significant work that the county council is undertaking across both the city and Oxfordshire as a whole to improve school attainment. This section currently reads as though educational attainment is a city council responsibility; this is not the case. Whilst welcoming the city council's support for schools, it is wrong to imply that the county council is not undertaking very significant work with schools on this issue. Further details on our education strategy are available if you would like to see these.

Community safety

We welcome the inclusion of young people in deciding what services are required to meet their needs, but how diverse will this group of young people be? There is no reference to, for example, to increasing young girls' participation in sport and I didn't see reference to young people with disabilities which is a surprise, especially given the impact of the Olympics last year.

It's worth noting that a high percentage of Troubled Families are affected by domestic abuse so certainly something to consider. It's also worth noting that the Home Office definition of domestic abuse has recently been widened to include 16/ 17 year olds and therefore we are currently looking at how agencies support these young victims as part of Oxfordshire's refreshed five year domestic abuse strategy 2012-2017. The definition has also been extended to include honour based violence, female genital mutilation (fgm) and forced marriage (fm) – if anyone from the Youth Ambition team would like to discuss the refreshed domestic abuse strategy they can contact Michelle Plaisted-Kerr (Michelle.Plaisted-Kerr@Oxfordshire.gov.uk)

Diversionary activities to engage young people in positive activities as opposed to crime and anti-social behaviour are an important element of community safety work - we assume that the consultation will also have gone to the Oxford Safer Communities Partnership. Linking to the Oxford CSP would also be helpful if the Youth Ambition team are seeking to include reducing crime and ASB as a measure of success, alongside attainment, as they mention that sport has the

are keen to join up our recording methods and learn from the county's use of the Youth Star.

We have made it clear that we are not the local education authority.

Increasing girls' participation in sport is a target within our leisure contract. We have made clearer the need to address this issue. We have also attained £140,000 of external funding to help to support the delivery of our youth Olympic Legacy and we have a legacy plan on our website.

There is already a strong link with the Safer Communities Partnership and we will look to use the Substance data system to demonstrate the impact we have on this agenda.

greatest impact on reduced substance misuse, reduced crime and ASB (point 5.14).

Public health

Basing the work on a thorough needs assessment is a good approach and we support the intention to update this every year so that on-going work will be effectively targeted to meet the areas and issues with worst outcomes. It would be good to have access to this data through the JSNA.

The strategic context of the work in terms of links to the H&WB outcomes is referred to but it isn't clear from the consultation document whether this could be in the form of working together. It would be good to make sure there are on-going links into the wider work of the CYP board in particular. I realise that the H&WB has mainly taken a county wide perspective, so very local projects often don't feature, but the CYP Board agreed to keep an overview of a range of initiatives designed to reduce inequalities (including Breaking the Cycle, Child Poverty etc.) even though they may have no governance role, so it would be good to keep them informed of this one too.

Evidence based practice will ensure the best outcomes are attained and I support the drive to base actions on evidence of effectiveness. There is no real mention of evaluation though, and the range of outcomes being measured is somewhat limited - there are some outcome measures for experience and levels of participation / volunteering etc, but there is no mention of improvements in other areas e.g. health outcomes, crime reduction, further improvements in educational attainment, entry to employment or progress in acquiring skills. These may need to be developed on an annual basis but it would be good to see some impact on these tangible outcomes.

We support the intention to involve young people and hope this will build on and help to develop existing involvement initiatives such as the Public Involvement Network and other work that the County Council does.

Overall we are excited by the initiative and glad to see that the intention is to report through the OSP.

Engagement

There is a strong emphasis on involvement in sport, based on evidence of the benefits of young people's active involvement in sports. There is mention of the arts too, but this seems a much

We have added our needs assessment to the council's website.

We will arrange to meet to talk through how we can best do this.

We are keen to ensure that the measures we use are directly linked to the work we are undertaking. While they have far wider benefits these are often so multifaceted that it would make it hard to demonstrate what impact our work has made. We will though review our measures and look to continually improve how we demonstrate the impact of the programme.

The arts are a key part of our youth offering. We will develop an integrated

	<p>'thinner' strand which may exclude some young people who would prefer other routes of engagement (and also have a strong evidence-base)</p> <p>We welcome the strong emphasis on engagement of young people and Oxford Youth Voice – and we look forward to deepening partnerships with City colleagues in delivering this element, ensuring we maximise resources across the councils, hear from young people, involve them as co-partners and act on what they tell us.</p>	<p>offer for young people through our delivery and our grants programme.</p>
33	<p>Head teachers – general feedback</p> <p>Dealing with complex and diverse needs and keen to work in partnership to improve the life chances of young people in the city. Issues such as house prices are making it hard to recruit and retain talented teachers.</p> <p>Keen to work closer with the city council to support students and local communities and to work in partnership to support the delivery of the YAS.</p> <p>Makes sense to work with 15-21 year olds and those children less likely to get into work – improving confidence is a challenge.</p> <p>Need to develop stronger apprenticeships and work placement opportunities and invite employers in to talk to students and demonstrate opportunities.</p> <p>Some good engagement and youth leadership programmes in place such as the Aim Higher project at the OSA.</p> <p>The cuts to Connexions were raised as a real set back to the transition to work.</p> <p>Keen to explore projects such as improved home internet access.</p>	<p>We are also very keen to work with schools as a key partner to improve the lives of young people in the city. We are very pleased that a secondary head has agreed to chair the Youth Partnership Board which we believe will help to cement a strong and fruitful partnership.</p> <p>We have shared contact details for the county council's Apprenticeship Coordinator and following these meetings established links with schools where our apprentices will be going in to talk through their experiences. We are keen to develop this work further.</p> <p>We are now scoping a project to progress improving home internet access.</p>
34	<p>Common themes from the stakeholder workshop</p> <ul style="list-style-type: none"> • Ensure funding goes to the right partners to work with young people • Look at models of good practice 	<p>We will continually improve our grant process to ensure that this happens. Agree – we will continue to do this.</p>

	<ul style="list-style-type: none"> • Don't raise expectations- be able to deliver • Ensure that partners act on what young people tell us and allocate the funding available to projects that young people want and work together to deliver • Work with schools to develop vocational pathways and a curriculum that allows all young people to progress. 	<p>This is a key point, we recognise that our investment is modest compared to the sizes of the challenges facing young peoples. We will though ensure that this investment improves the lives of young people in Oxford – which necessitates avoiding duplication, or enabling other providers to reduce their provision.</p> <p>This is a key reason why we have created the Youth Engagement Officer post.</p> <p>While the county council is the local education authority, we are keen to play our part and develop real partnerships with schools as we are committed to improving the prospects for the city's young people.</p>
Objective Five: Monitoring Impact and Value for Money		
35	Need to develop a system to demonstrate the value of services for young people	We will use the Substance data system to do this.
36	What support can be given to helping community organisations to create an evidence base to enable them to secure external investment?	We will share our learning and encourage and support community groups to use the Substance system (or other suitable systems) to demonstrate the impact of their programmes.

Feedback on outcomes from young people

Three clear themes emerged from responses; communication, activities and incentives.

Communication - Look and feel of promotional material:

- a. Young people were very clear they want to see bright colours.
- b. Young people want to see real, un-posed pictures of young people taking part in the activities being offered.
- c. Views on how we use the Oxford City Council Logo:
 - A number of young people were indifferent to the logo and as such it didn't matter to them whether it was on publications or not. Some thought it legitimised the activity on offer and let them know what is being promoted is high quality. However, a large portion of the young people found the logo to be intimidating, and stated that it made publications and the activities they promote too formal.
 - It is important to use the logo to legitimise activity however to overcome the intimidating nature of the logo all young people suggested the creation and use of a youth version so they knew it was for them and 'not for adults'. The major suggestion put forward for this youth version was that it was a brighter colour and didn't have the words Oxford City Council written under the ox. They were keen to be able to see the logo and know it was youth activity run by young people for young people.

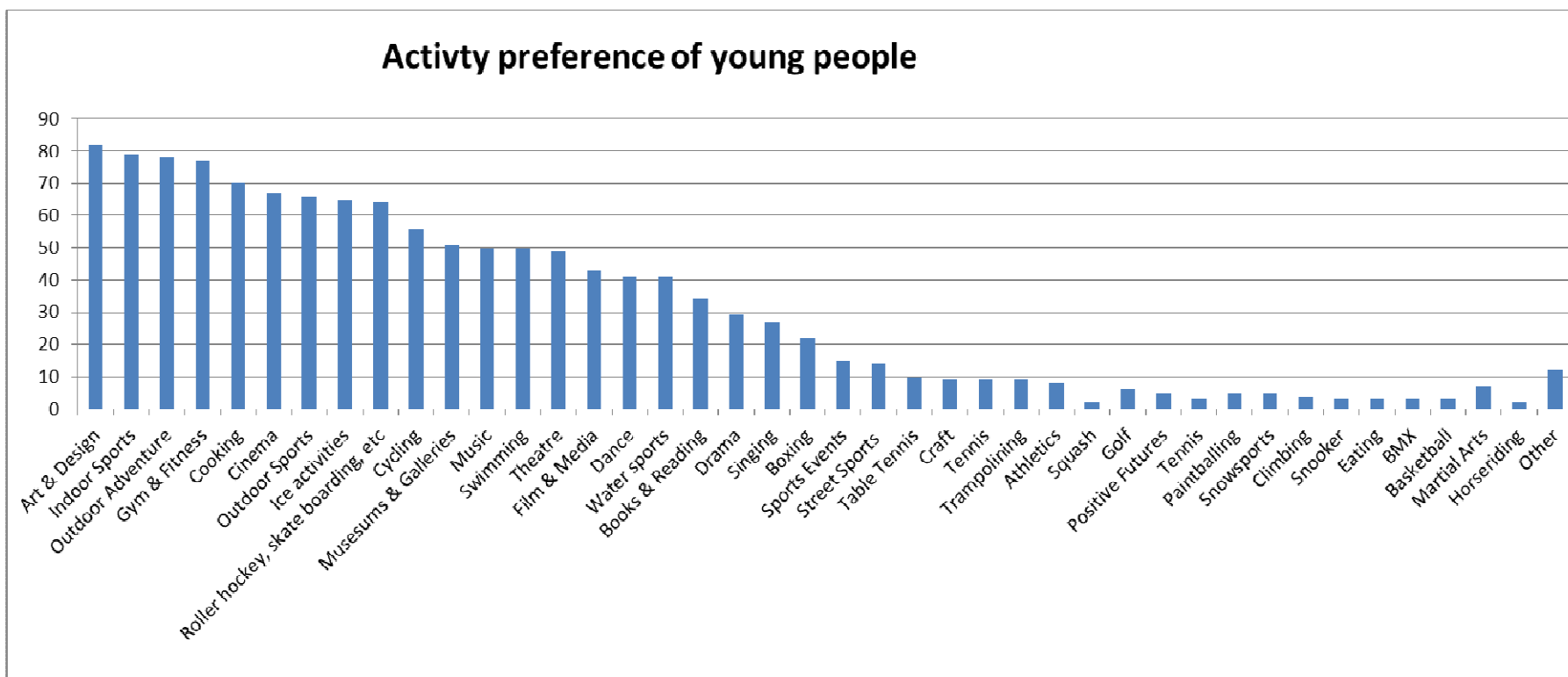
How and where

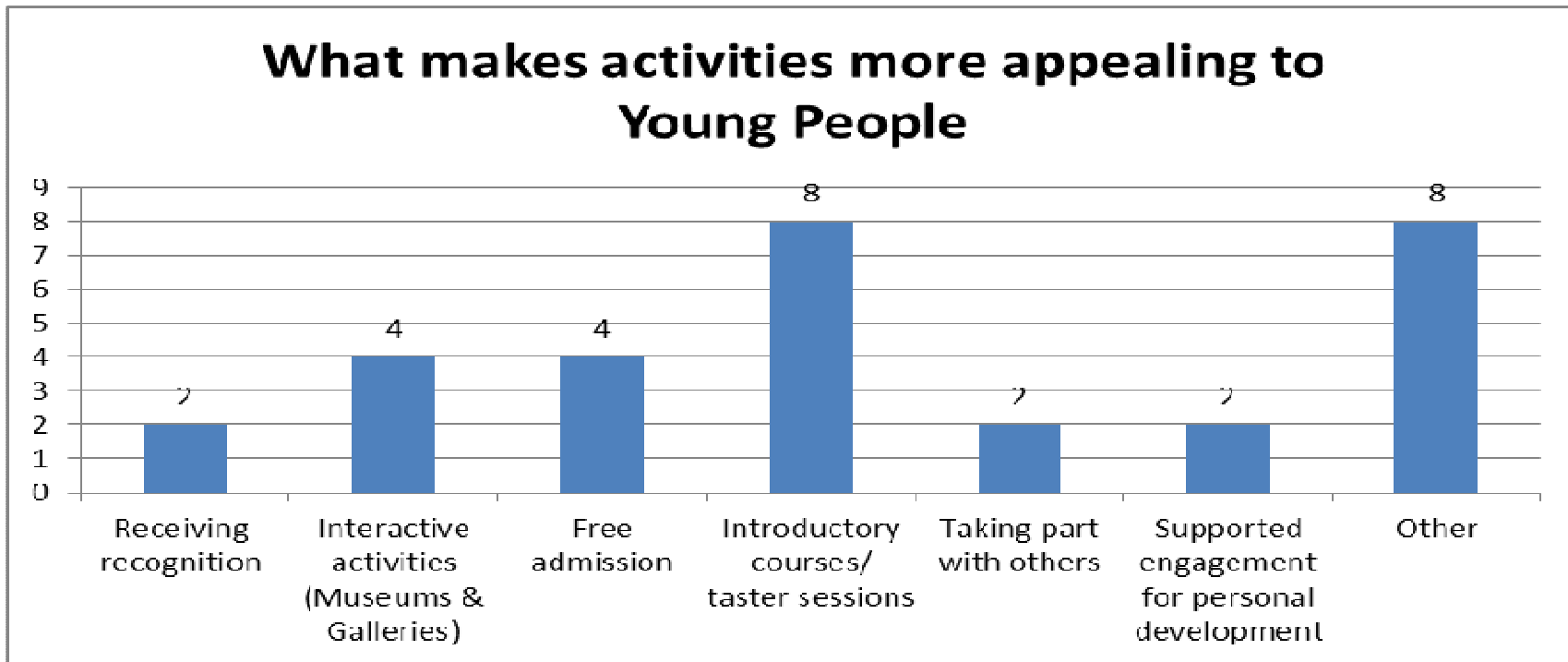
- d. Local groups, partners and stakeholders which have regular contact with young people should be utilised as communication channels.
- e. Geographically targeted marketing which could leave information with families, partners and stakeholders in the areas they work.
- f. Increased brand visibility on the ground possibly at sites commonly used for activities, events, partner facilities and websites, schools, staff uniforms, volunteer kit and young leader/volunteer kit, local bus routes, cinema guides – there is a need to think 'outside the box' and go where young people are.
- g. Face to face communication has been highlighted as key.
 - Young people who volunteer could become the ambassadors for the programmes they volunteer on, increasing young person to young person communication about what is delivered.
 - Talks in assembly with exciting audio visual presentations which could also be used on-line.
- h. On-line, through social networking particularly.

- i. Shock tactics were suggested – what would happen to young people if they don't get involved in certain things and therefore can't get a job? What could their future look like? This could be shown in detentions

Activities

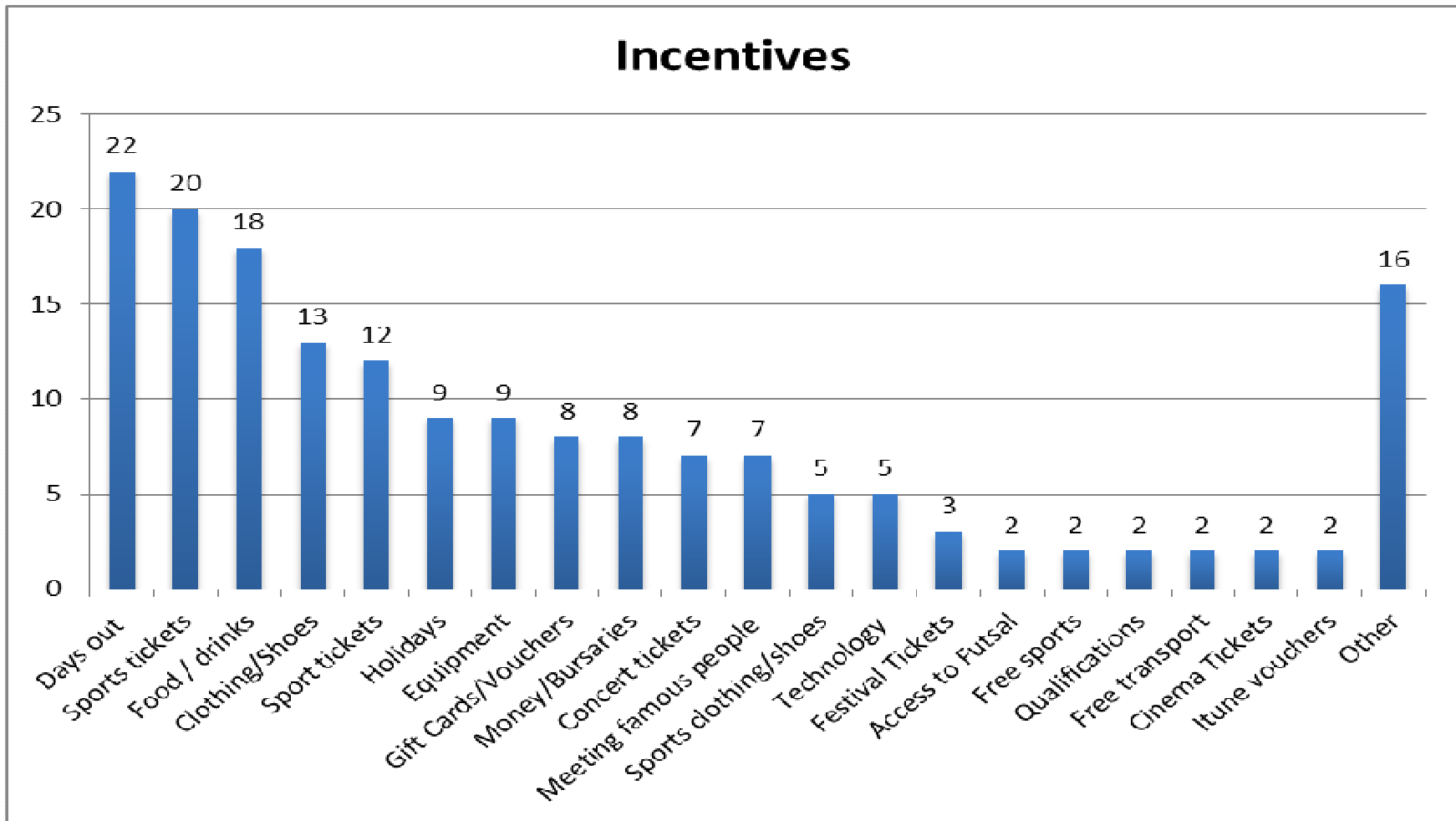
The below charts show the activities that young people wanted to take part in and how we can make the activities we provide more appealing.





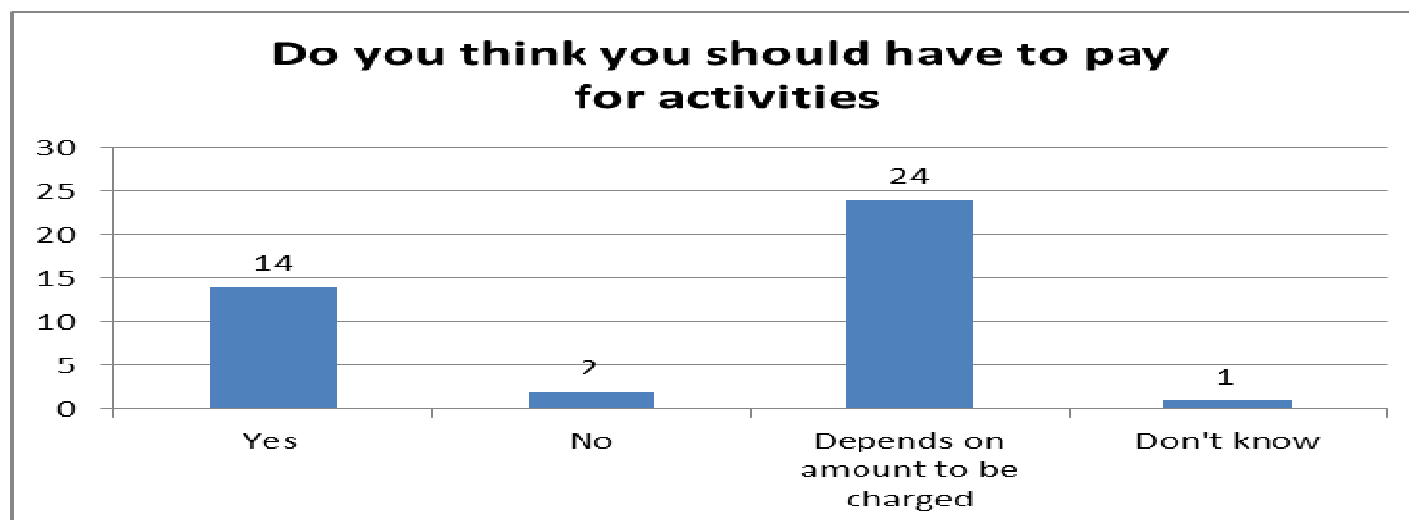
Incentives

The information on what would incentivise young people is already being used in our incentive pilot that is underway in our youth ambition session at Blackbird Leys Leisure Centre. Stakeholders suggested an integrated reward scheme which saw young people rewarded for good performance in school and positive engagement in activities. The next step is to expand the incentives from Blackbird Leys to the other sessions we are providing.



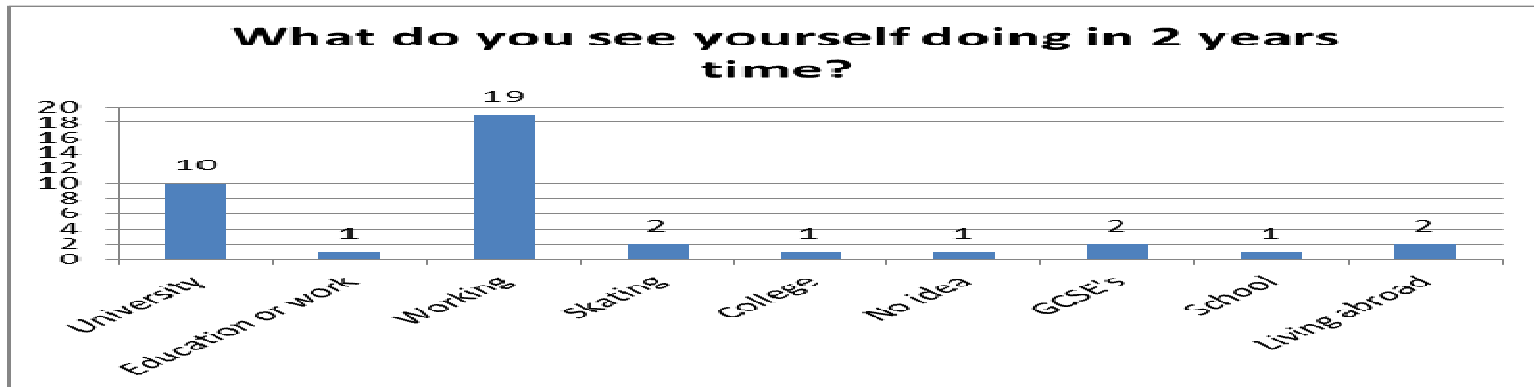
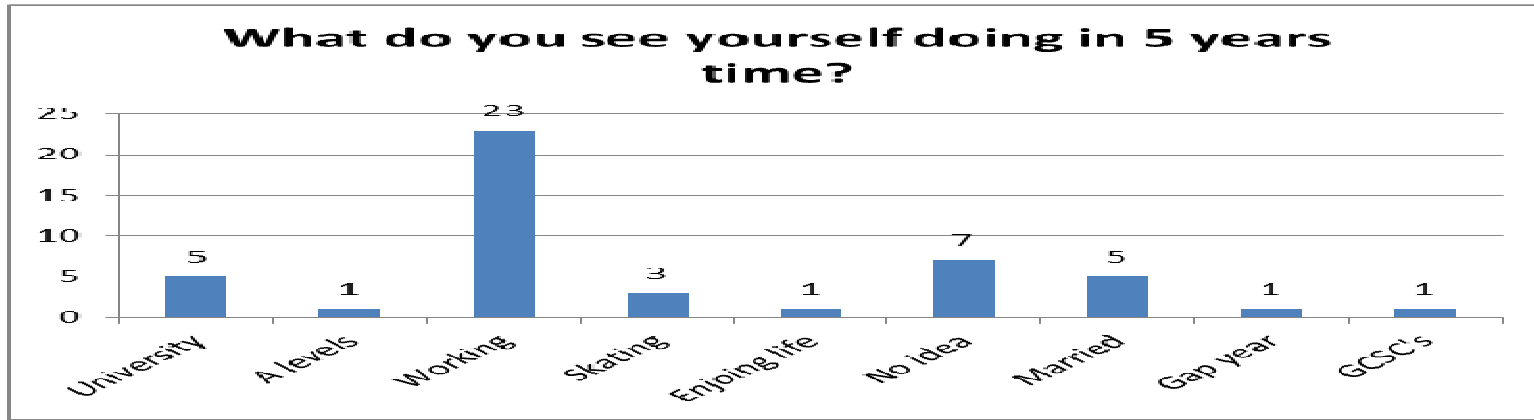
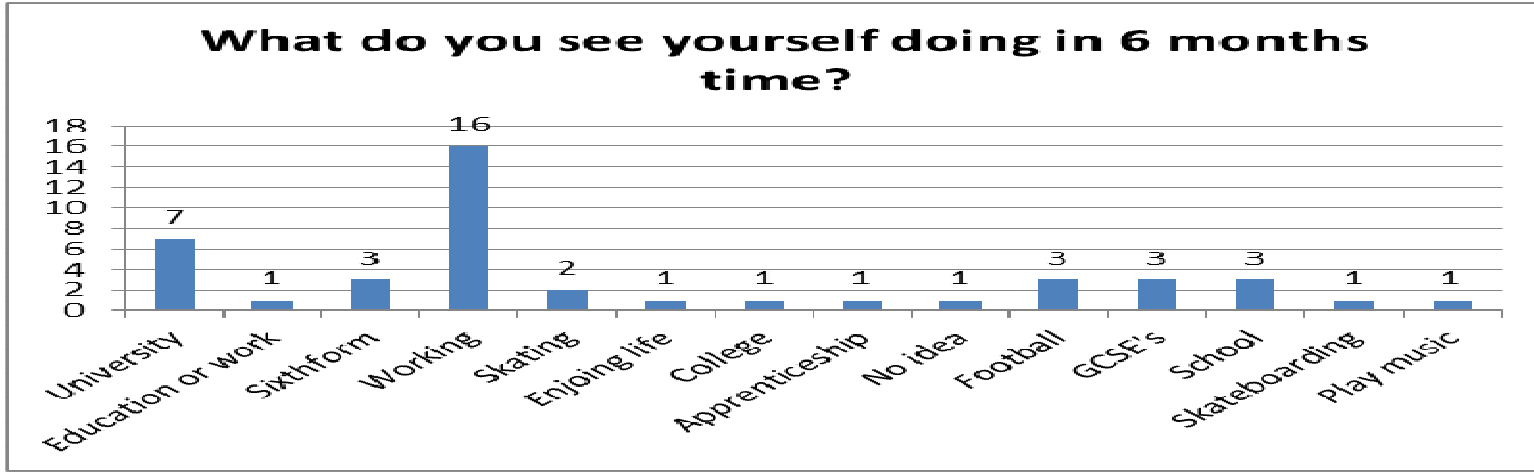
Barriers to participation

The removal of barriers was also highlighted as key. This could include taking steps such as providing free or affordable transport to activities or providing free places or memberships, however a full understanding of barriers, or perceived barriers, needs to be understood on an individual basis making understanding local needs integral. We did though explore the barrier of costs which showed most young people believe a charge for activities is acceptable.



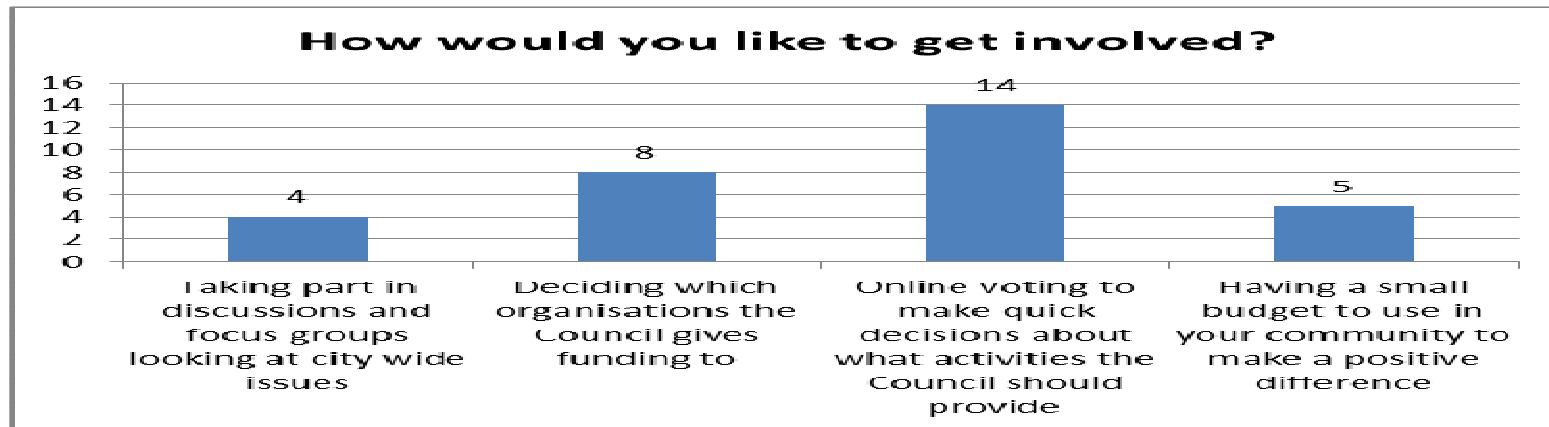
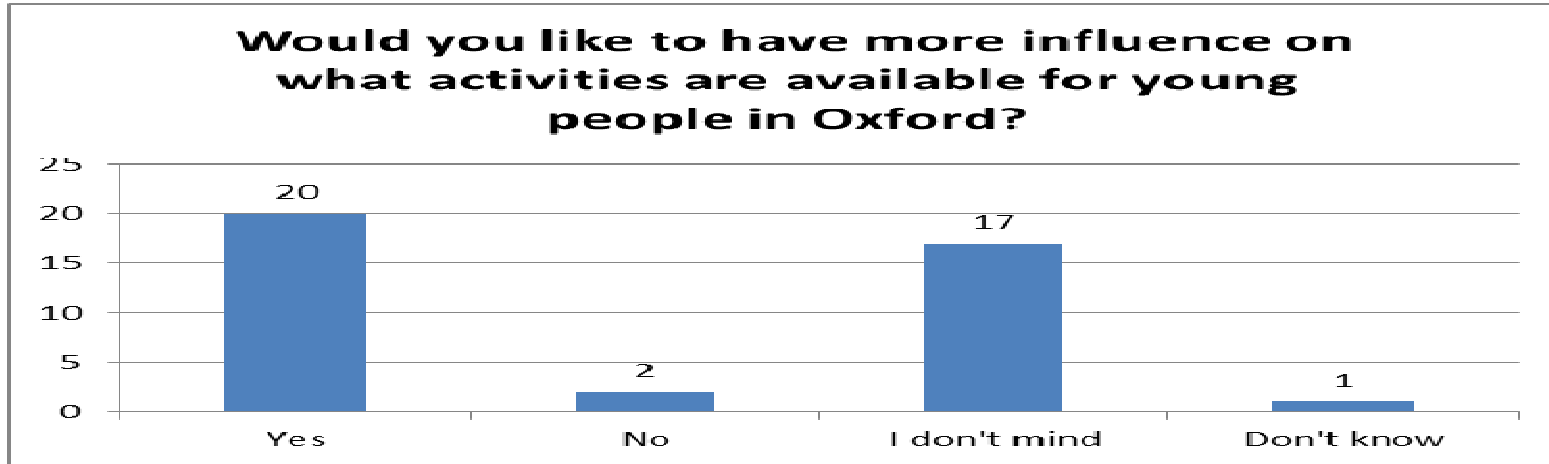
Ambition

Within the sessions with young people we were keen to better understand their ambition. This was done by using activity cards and a space for them to suggest their ideas. The below charts taken from sessions across the secondary schools demonstrate what young people were aspiring towards which will help us to shape the youth ambition programme.



Youth Voice

We then explored whether young people wanted to have more influence which showed young people do want to become more involved in what is provided for them.



Young people's views on the transition into adulthood

Volunteering was seen as key to supporting young people into work; however it was made clear that volunteering opportunities need to be supported with training and personal development; strong, positive relationships with staff; rewards and recognition; an understanding of what young volunteers are gaining and what they are aiming for.

Volunteering opportunities should link to young people's aspirations.

This would provide young people with an opportunity to explore their ambitions in a low risk environment and discover if it is something they really want to do.

- ii. Links to the Oxford Hub were highlighted as there is a captive audience of volunteers who could support voluntary and charitable organisations and/or support other young people through acting as positive role models.
- iii. The importance of role models was stated by both young people and stakeholders alike.
 - a. Where You've Come From is Where You're Going:
 - The trend when speaking to young people is that they aim to do what they know. For example a number of young people aimed to follow in the footsteps of their parents or a family member. In some cases this resulted in young people wanting to own their own restaurant or business, while in others it resulted in young people wanting to be on benefits. In cases like the latter it is important young people are provided with other role models to broaden their horizons and provide young people with other alternatives to what they already know.
 - This also highlights the need for a holistic approach – work also needs to be done with families/carers.
- iv. A pathway of development should be implemented going from volunteering to work experience to paid jobs.

- v. Young people discussed the process of applying for jobs.
- a. One young person who was filling in a paper version of the on-line questionnaire had never filled in a form before, however this young person is from the demographic the Youth Ambition Strategy is aimed at. With this in mind, how can we expect young people to be able to fill in application forms?
 - b. A number of young people do not have access to a computer or the internet. How do these young people apply for apprenticeships or work?
 - c. These examples highlight a need to have a more flexible approach to recruiting young people.
 - Do we need to consider video CVs or going straight to interview with no written application, just an expression of interest?
 - Once recruited young people need to be invested in. For example, if young people cannot fill in a form, we support them to gain this skill. This approach requires a decision to be made – are we recruiting young people because we think we should and because it's cheaper or because we are willing to support their development and their future?
 - Staff who support and work with young people need support and training themselves. Staff need to have the time and skills to help young people understand what is appropriate at work as it may be alien to them.
 - The organisation needs to have wider understanding of why young people are recruited and invested in.

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To: City Executive Board

Date: 10th July 2013

Report of: Head of Environmental Development

Title of Report: Low Emission Strategy and Air Quality Action Plan

Summary and Recommendations

Purpose of report: To agree the adoption of the Low Emission Strategy; and approve the Draft Air Quality Action Plan for public consultation

Key decision? No

Executive lead member: Councillor John Tanner

Policy Framework: Cleaner Greener Oxford

Recommendation(s): To approve:-
(i) The Low Emission Strategy for adoption; and
(ii) Draft Air Quality Action Plan for consultation

Appendix 1: Low Emission Strategy

Appendix 2: Air Quality Action Plan

Appendix 3: Risk Assessment

Appendix 4: Equalities Impact Assessment

Appendix 5: Public Consultation Questionnaire

Introduction

1. Oxford City Council has begun to take large strides in developing programmes to respond to climate change by significantly reducing its carbon footprint for its own estate of buildings and vehicles and operations.
2. In the first phase to end March 2012, - *Getting Our House in Order* - measures were implemented to reduce carbon emissions by the target 28% relative to the 2005/06 baseline.

3. In the second phase - *Carbon at the Heart of Everything We Do* – the target is to implement measures for 5% year on year reduction in carbon emissions. This was achieved in the first year of this phase – 2012/13.
4. However, carbon emissions from Oxford City Council estate and operations are only about 1% of those from the city as a whole. It is in this context that the council established Low Carbon Oxford to bring together key local pathfinder organisations, and set an ambitious target for city-wide carbon emissions reduction of 40% by 2020 (relative to 2005 baseline)¹.
5. It is recognised that in order to make further strides in combatting climate change across the city, it is necessary to consider activities that the Council can influence city-wide.
6. The strategy involves an integrated approach to climate change and air quality management, promoting a consideration of how policies from a number of disciplines can all contribute to a sustainable approach to development in the city.
7. The Oxford Economic Growth Strategy 2013 recognises that growth needs to be managed carefully, in order to ensure it is sustainable and well balanced.
8. In December 2011 CEB approved a Sustainability Strategy for Oxford. The Sustainability Strategy focuses on a number of core themes including Climate change and sustainable energy, and Sustainable transport and air quality. This paper presents two policies linked to the Sustainability Strategy:-
 - Low Emission Strategy and;
 - Air Quality Action Plan
9. The Low Emission Strategy (LES) provides a framework for integrating all of the Council's activities to reduce carbon and air quality related emissions across the City.
10. It will provide the framework to ensure that we maximise the co-benefits of tackling climate change and air quality in an integrated and co-ordinated way.
11. The Air Quality Action Plan (AQAP) has been developed in response to the declaration of a city-wide Air Quality Management Area in 2010. This addresses issues relating to sustainable transport and air quality.

¹ Sustainability Strategy for Oxford (2011-2020), Oxford City Council, 2011. Agreed by CEB 7th December 2011 and Council 19th December 2011

12. The AQAP involves an integrated approach to managing transport generated emissions impacting on climate change and air quality as promoted by the European Union and central government.

Low Emission Strategy

13. The integrated approach within the Oxford Low Emission Strategy (LES) will fulfil the ambitions expressed by the UK Climate Change Committee for delivering a local low carbon plan².

14. The Low Emission Strategy seeks to reduce the climate change and air quality related emissions generated from activities across the city.

15. Emissions come from three main sectors:

- Domestic activity – essentially emissions from domestic or residential dwellings
- Non-domestic activity – emissions from commercial, industrial, business and public sector premises
- Transport – all transport activity on the road and rail network in the City

16. As a City Council strategy the LES will focus on the measures and policies the City Council is responsible for or where we have clear influence.

17. The range of influence of the Council has is categorised into three main groups:

- City Council's own estate – measures to reduce emissions from the Council own estate defined as the council's own operational buildings, council owned housing and the Council's vehicle fleet;
- Direct influence – measures that will have a direct impact on the emissions of others through regulations, planning policies and procurement practices;
- Indirect influence – through partnerships, advice and leadership.

² How local authorities can reduce emissions and manage climate risks. Committee on Climate Change May 2012

18. The scope of activities is shown in the diagram below.

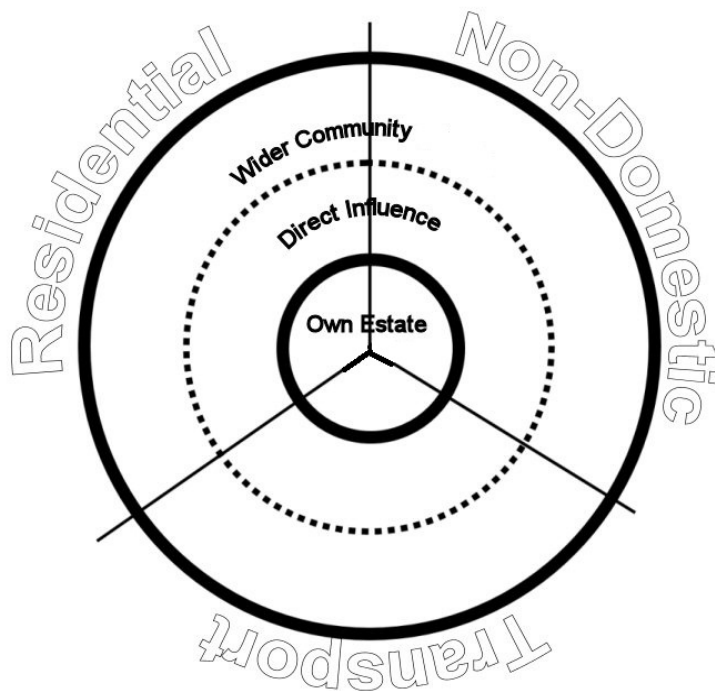


Figure 1: Scope of activities with the LES

LES Objectives and Targets

19. The objectives of the LES reflect the aspirations of the Sustainability Strategy, as well as national targets and obligations with respect to climate change and air quality. The goal of the LES is :*“To provide an integrated approach to the reduction of emissions of carbon dioxide, oxides of nitrogen and particulate matter in Oxford.”*

20. The overarching target for the LES is to achieve:

40% reduction in the CO₂ emissions footprint

50% reduction in the NO_x and PM emissions footprint of the city from 2005 to 2020

Implementation of LES Action Plan measures

21. The implementation of measures will take place through existing programmes and policies owned by specific departments in the Council.
22. Therefore the LES will pull together and track existing activity and help formulate new measures, within existing policies and programmes. The benefit of this approach is that the delivery of measures lies within the programmes and policies of departments responsible for their delivery.

Priority Actions - Residential

23. Priority R1: Improve the average energy efficiency of private sector homes. Our target is to improve the energy efficiency of private sector homes by 25% by 2020.
24. Priority R2: Develop a programme of community renewable energy schemes. We have set a target of a 20% reduction in residential CO₂ emission through the use of renewable energy.
25. Priority R3: Ensure all Houses of Multiple Occupation (HMO's) have an Energy Performance Certificate (EPC) and the average rating is improved. From 2016 the Council will have powers to require energy efficiency improvements.

Priority Actions – Non-Domestic

26. Priority N1: Continued annual reduction in Low Carbon Oxford pathfinder's CO₂ emissions. Pathfinders have committed themselves to at least, an annual 3% reduction in their carbon footprint.
27. Priority N2: Improve the energy efficiency of OCC leased estate. Explore options for a more rapid roll out of EPC assessments by 2015 and generate improvements to ensure an average EPC rating of "C" by 2020.
28. Priority N3: Planning for low carbon developments.
The Council will seek to strengthen its activity in this area in particular through:
 - continuing to update planning policy and supporting documents which require low carbon and energy efficient development;
 - supporting the use of renewable or low-carbon technology within qualifying developments, to supply a minimum 20% of their energy needs;
 - promoting the use of district heating and other larger scale renewable energy schemes.

29. Priority N4: Showing leadership with continued reduction of the Council's own carbon footprint

Priority Actions – Transport

30. Priority T1: A City wide sustainable travel plan
We will set an improvement target for this measure in terms of a reduction in car vehicle-kilometres (vkm) in the city, with complementary targets on walking and cycling trips. These targets will be developed as part of the overall travel plan. However, an indicative target is suggested of a 10% reduction in car vkm by 2020.
31. Priority T2: Emission reduction measures for the freight sector
The City Council will work closely with the County Council to develop a set of measures to reduce emissions from the freight sector, including:-
- A freight consolidation centre
 - A freight Low Emission Zone
32. Priority T3: Promote zero emission vehicles in the light duty fleet
Our aim is to facilitate a 10% uptake of electric vehicles in the light duty sector, in both the business and private fleets by 2020.

Air Quality Action Plan

33. Oxford City Council has a duty to “prepare a written plan in pursuit of the achievement of the air quality standards and objectives in the designated Air Quality Management Area (AQMA)³”. In addition, as recognised in the City's Low Emission Strategy, there is significant added value in integrated action to reduce air quality related emissions with those for reducing carbon emissions in order to mitigate climate change.
34. The overall objective of the integrated air quality and low carbon transport plan for the whole of the Oxford City area is to:
- "Pursue the achievement of air quality standards and objectives across the city, and reduce carbon emission from transport activity"**
35. A top level target for CO₂ emissions, along with NO_x and PM emissions has already been set within the Low Emission Strategy and reflects the City's Sustainability Strategy and the need to meet air quality objectives.
36. These top level targets are based on emissions from surface transport across the City and are as follows:

³ DEFRA Local Air Quality Management. Policy Guidance (PG09)

- a 35% reduction in transport CO₂ emission from 2005 to 2020;
- a 50% reduction in transport NO_x and PM emissions from 2005 to 2020.

37. In addition to these emission-based targets we also propose a concentration –based air quality target for the AQAP in relation to the national air quality standards and objectives as follows:

- Achieve annual mean NO₂ concentrations levels of 45 µg/m³ by 2020 and 40 µg/m³ by 2025;

38. In addition, we propose activity-based theme level indicators and targets against which to measure progress within each of the main themes. These targets, set out in the table 1 below, are consistent with those previously set for priority actions in the Low Emission Strategy and other City Council policies.

Table 1 Theme level targets

Theme	Indicator	Target
City-wide sustainable travel strategy	Car vehicle-km measured on key routes into the city. (supporting indicators in bus patronage, and walking and cycling trips)	10% reduction in car vkm by 2020
Support for the uptake of low and zero emission vehicles	% of EV's in the cities light duty fleet (based on DVLA data for vehicles registered in the city)	10% of light duty fleet in the city zero emission (electric) by 2020
Reducing freight emissions	Freight vehicle-km on key routes in the city. Modelled freight NO _x emissions in the City	10% reduction in freight vkm in the city by 2020 45% reduction in freight NO _x emission by 2020
Reducing emissions from Council transport activity	Estimated CO ₂ and NO _x emission from the Councils own transport activities	An annual 5% reduction in CO ₂ and NO _x emissions

Monitoring and Assessment

39. The key to the success of the Air Quality Action Plan will be the ability to monitor and report the progress of measures and assess their impact. This will allow the AQAP to be developed and ensure transparency and accountability.

40. The City Council has commissioned an integrated emissions database to allow the tracking of actions and impacts of its Low Emission Strategy. This database also provides the mechanism to track actions within the Air Quality Action Plan as the main delivery mechanism for transport measures within the LES.

Public Consultation

41. The success of the action plan will depend on consultation with our delivery partners, in particular, Oxfordshire County Council. Discussions with the County have opened, and a formal response is being considered whilst the current LTP is being refreshed.
42. There is a statutory duty to conduct public consultation on the AQAP for between 8-12 weeks. It is proposed to do this between late July and mid-September, enabling a post-consultation report to CEB in November 2013.
43. The questions for public consultation are appended at Appendix 5.

Risk

44. The Low Emission Strategy and Air Quality Action Plan sit within the Council's Sustainability Strategy which has already been risk assessed. The risk assessment for the sustainability strategy has been updated within Appendix 3 to reflect the links to the LES and AQAP.

Climate Change / Environmental Impact

45. The LES and AQAP contain objectives and targets to reduce emissions from a range of the Councils' programmes that are designed to reduce impacts on climate and air pollution.

Equalities Impact

46. There are no likely equality impacts and an equalities impact assessment is attached as Appendix 2.

Financial Implications

47. There are no immediate direct financial implications of the LES, as the LES reflects programmes that are funded within existing budgets. However there is likely to be an extension of programmes to deliver further carbon and emissions reductions in later years, which will all be subject to individual approvals to extend or develop new programmes. The AQAP includes aspirations to work with the County Council to develop further sustainable strategies, including development of infrastructure to promote low emission vehicles, and

development of strategies for reducing freight emissions. All these initiatives require a partnership approach with other Local Authorities and local businesses, and will be the subject of further consideration.

48. The City Executive approved in a report presented to CEB, 4th July 2012 to:-
“Approve the use of more electrically driven vehicles in the council’s vehicle fleet, where viable and cost effective”.

Legal Implications

49. There is no statutory requirement for a Low Emission Strategy.
50. All Local Authorities have a statutory duty to review and assess local air quality, within the programme of Local Air Quality Management established under requirements within Part IV of the Environment Act 1995. There is a statutory requirement upon the Council to develop an Air Quality Action Plan and conduct a Public Consultation, following declaration of the City-wide Air Quality Management Area.

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List of background papers:
Version number: Final v7

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Low Emission Strategy

May 2013



Executive Summary

Oxford City Council adopted a Sustainability Strategy following a public consultation in December 2010. The Strategy sets out the overarching framework which for the first time addresses all material issues across the environmental sustainability agenda. The strategy will be in place until 2020.

The Sustainability Strategy focuses on a number of core themes and sets long term targets and objectives for these themes. The themes covered are:

- Climate change and sustainable energy
- Sustainable transport and air quality
- Sustainable business and procurement
- Water consumption and sustainable drainage
- Waste management

Climate change is a core issue for the sustainability strategy.

Despite a wide range of activity to reduce carbon emissions the Council does not have an overarching city-wide carbon reduction plan.

The Low Emission Strategy provides a framework for integrating all of the Council's activities to reduce carbon and air quality related emissions across the City.

It will also provide the framework to ensure that we maximise the co-benefits of tackling climate change and air quality in an integrated and co-ordinated way.

The integrated approach within the Oxford Low Emission Strategy (LES) will fulfil the ambitions expressed by the Climate Change Committee for delivering a local low carbon plan.

The Low Emission Strategy seeks to reduce the climate change and air quality related emissions generated from activities across the city.

In terms of emissions generating activity in the city these can be grouped into three main sectors:

- Domestic activity – essentially emissions from domestic or residential dwellings
- Non-domestic activity – emissions from commercial, industrial, business and public sector premises
- Transport – all transport activity on the road and rail network in the City

As a City Council strategy the LES will focus on the measures and policies the City Council can carry out or influence, rather than action from all actors in the City.

The range of influence of the Council has is quite extensive and is categorised into three main groups:

- Own estate – measures to reduce emissions from the Council own estate defined as the council's own operational buildings, council owned housing and the Council's vehicle fleet;
- Direct influence – measures that will have a direct impact on the emissions of others through regulations, planning policies and procurement practices;
- Indirect influence – through partnerships, advice and leadership.

Table of Contents

1.	Introduction	3
2.	Why a Low Emission Strategy for Oxford?	4
2.1	National policy and drivers	4
2.1.1	Climate change policy	4
2.1.2	Local Air Quality Management	5
2.1.3	Planning	5
2.1.4	Local Transport	5
2.1.5	Integrating air quality and climate change	6
2.2	Local delivery	6
2.2.1	Oxford's Sustainability Strategy	6
2.2.2	Climate Change	6
2.2.3	Air Quality	7
2.2.4	Planning policy	8
2.2.5	Local Transport	9
2.3	An integrated approach.....	10
3.	Scope and objectives of the strategy	11
3.1	Scope of the strategy	11
3.2	Objectives and targets	13
3.2.1	Carbon dioxide emissions	13
3.2.2	Nitrogen oxide and particulate emissions	14
3.2.3	An integrated target	14
3.3	The LES as an integrating framework	14
4.	Priority actions	17
4.1	Residential	17
4.2	Non-Domestic	18
4.3	Transport.....	20
4.4	The wider LES action plan	21
5.	Monitoring and assessment.....	22
5.1	The integrated emissions database	22
5.2	Top level targets	23
5.3	Measures	23
5.4	Wider action plan	25
5.5	Progress reporting and feedback	25

1. Introduction

The City Council recognises that environmental sustainability is a vital ingredient in contributing to the quality of life for residents and visitors to Oxford. As such it has set out a Sustainability Strategy for Oxford, pulling together its activities in a number of sustainability areas including climate change and air quality. Through its sustainability work Oxford City Council has been at the forefront of delivering innovative measures to improve air quality and mitigate climate change. This has been recognised for example with awards for the Council's work with businesses and communities across the city with its Low Carbon Oxford initiative and its own internal carbon reduction successes including its comprehensive eco-driving programme for staff.

In addition the City Council is a member of the Low Emissions Strategy Partnership which was established by the Beacon Authorities Air Quality group, to focus on air quality and transport emissions caused by new developments. Through this partnership the City Council was tasked with developing its own integrated **Low Emission Strategy (LES)** for improving air quality and reducing carbon emissions. This is a commitment we have also set out within our Sustainability Strategy.

The definition of a Low Emission Strategy, as developed by the partnership, is a package of measures to reduce the emissions impact of transport, both carbon dioxide and those affecting air quality, from new developments. A key aspect of this approach was the use of planning measures to promote the uptake of low emission fuels and technologies in and around the development site.

However, in considering a strategy for Oxford the Council feels that this definition is too limited, especially given the relatively small contribution that new developments make to total carbon and air quality emissions in Oxford. Therefore we have set out to develop a much more comprehensive Low Emission Strategy covering emissions from all sectors (transport, residential and non-domestic) and from both new and existing development.

This concept of a much wider strategy is endorsed by Government, that has recognised that actions to reduce carbon emissions can benefit air pollution. Therefore maximum benefit can be gained by identifying and driving through carbon reduction measures that also benefit air quality. By considering air quality alongside carbon reduction Government estimates that additional benefits of some £24 billion could be generated across the country by 2050.

This document sets out the Low Emission Strategy that the Council has developed for Oxford. It covers:

- the context to climate change and air quality, and the benefits of developing an integrated Low Emission Strategy for Oxford;
- the scope and objectives of the strategy;
- the priority actions that we will seek to develop and deliver to reduce emissions in Oxford;
- and the monitoring and reporting process that we have set up to track progress of the strategy and support further development of the actions.

2. Why a Low Emission Strategy for Oxford?

Carbon and air quality related emissions from transport, buildings and industry are a key environmental issue for Oxford and other cities in the UK. They are being tackled by a range of policy measures at both the national and local level. Taking an integrated view of the policies in place in order to generate maximum benefit is at the centre of developing a Low Emission Strategy for Oxford.

2.1 National policy and drivers

2.1.1 Climate change policy

The Government's commitment to tackling climate change is enshrined in the Climate Change Act 2008, with a target of an 80% reduction in greenhouse gas emissions by 2050 compared to 1990 levels. This overall target is being broken down into a series of five year carbon budgets, which are being developed and monitored by the Committee on Climate Change. The Carbon Plan¹ brings together the current coalition Government's national policy plans that will deliver the first four carbon budgets producing a 50% emissions reduction on 1990 levels by 2027.

Some of the key policy measures in the Government's Carbon Plan include:

- significant improvements in residential building efficiency through the Green Deal and Energy Company Obligations (ECO);
- increasing the uptake of renewable energy through the Feed in Tariff (FiT) and Renewable Heat Incentive (RHI);
- supporting low carbon vehicle technology through grants and vehicle emission carbon targets for the automotive industry;
- driving energy efficiency in the industrial and commercial sectors through the European Emissions Trading Scheme (EUETS) and the CRC Energy Efficiency Scheme;
- decarbonising the electricity generation sector through support for renewable electricity and carbon capture and storage (CCS) for gas and coal powered generation.

Local authorities have a significant role to play in delivering and supporting these Government policies within local communities. Their role was explored in detail by the Committee on Climate Change (CCC) in 2012² and they concluded that local authorities:

'have significant scope to influence emissions in buildings, surface transport, and waste, ... (and) there is an opportunity to reduce emissions in these sectors by 20% in 2020 from 2010 levels'

Within this role the CCC believed that the greatest contribution that local authorities will have is in support of energy efficiency improvements in residential housing and through leadership by reducing carbon emission from their own activities. The

¹ 'The Carbon Plan: Delivering out low carbon future', HM Government, December 2011.

² 'How local authorities and reduce emissions and manage climate risk', Committee on Climate Change, May 2012

committee also recommended that local authorities should draw up low carbon plans with high levels of ambition.

2.1.2 Local Air Quality Management

Air pollution has always been seen as a local issue and is tackled through the local air quality management (LAQM) regime. This requires all authorities to report on air quality in their area and whether they are meeting statutory objectives. Where authorities report that they will not meet the objectives they must declare an air quality management area (AQMA) and establish an action plan (AQAP) of measures to meet the objectives. This legislation is the major driver behind a significant amount of activity on air quality at the local level, especially in urban areas such as Oxford where transport is a major source of air pollution emissions.

Defra is the LAQM reporting body and provides a wide range of guidance and information on how to carry out monitoring, assessment and action planning. Since transport is a major source of these emissions much advice has been provided to authorities on tackling these emissions including practical guidance published on Low Emission Zones and encouraging Low Emission Vehicles.

2.1.3 Planning

In 2010 the Government published the Localism Bill that set out a series of proposals to shift power away from central government to local authorities and communities. This potentially gives local authorities much greater freedom to act in their local area. One development arising from the Localism Bill was the establishment of a new National Planning Policy Framework (NPPF) in early 2012.

The NPPF represents a significant change to the planning system in England. It seeks to radically streamline planning and has rendered much pre-existing planning guidance obsolete, including the detailed Policy Planning Statements on Transport, Air Quality and Sustainable Development. However, the NPPS is based around a 'presumption in favour of sustainable development', in particular it supports:

- transition to a low carbon future
- conserving and enhancing the natural environment
- locating development in sustainable locations in a way that makes fullest possible use of public transport, walking and cycling
- local strategies to improve health, social and cultural well-being
- the use of Strategic Environmental Assessment and Sustainability Appraisal (SA) and encouraging the use of other assessment tools.

2.1.4 Local Transport

Transport is a major contributor to both carbon and air quality emissions and so is a significant element in national policy and guidance on both air quality and climate change. At the local level transport policy and activity is driven through the Local Transport Plan (LTP) process. This is the responsibility of the local highway authority, in this case Oxfordshire County Council, and sets out the transport priorities and funding for the area.

Climate change and support for local economic growth are the priorities of the current third round of Local Transport Plans (LTP3). Air quality is still included within the guidance provided by Government but potentially given less priority. However, with a much less prescriptive format than in previous LTP rounds there has been an opportunity for a more integrated climate change and air quality approach to transport in an LTP.

To support these sustainability objectives the Government launched its Local Sustainable Transport Fund in 2011³. The fund has supported many local authorities develop major initiatives on around walking and cycling, improved public transport and low carbon vehicles.

2.1.5 Integrating air quality and climate change

The Department for Environment and Rural Affairs (DEFRA) has recognised and is promoting the links between measures to tackle both air quality and climate change as set out in a 2010 publication⁴. This document explores the benefits of an integrated approach and the need to carry this out at both a national and local level, and concludes:

'Optimising climate change policies for air pollution can yield additional benefits of some £24 billion (net present value) by 2050.'

'Action at national, regional and local levels will be needed to ensure policies are integrated to maximise these co-benefits and ensure ambitious but realistic targets for air pollution are set for the future'

As part of this commitment to integrating air quality and climate change at the local level DEFRA have been supporting the work of the LES Partnership, of which Oxford is a member, and have published a good practice guide on Low Emission Strategies⁵

2.2 Local delivery

2.2.1 Oxford's Sustainability Strategy

The City Council recognises that the quality of a local environment is a vital ingredient in contributing to the quality of life for residents and visitors to the City. The Council has already been successful in dealing with sustainability issues and the 'Sustainability Strategy' builds on this success. The strategy pulls together the Council's existing policies relating to sustainability and sets out a longer term framework to deal with these issues.

Our strategy focuses on a number of core themes and sets long term targets and objectives for these themes. The themes covered are:

- Climate change and sustainable energy
- Sustainable transport and air quality
- Sustainable business and procurement
- Water consumption and sustainable drainage
- Waste management

2.2.2 Climate Change

Climate change is a core issue for the sustainability strategy. Current carbon dioxide emissions from activity within the Oxford City are shown in Figure 1. This indicates the key sectors as being non-domestic and residential emissions, followed by transport. The City Council has been very active in exploring ways to reduce these emissions and championing the case of climate change mitigation in Oxford.

With regards to non-domestic emissions the City Council has been recognised for its outreach work through the 'Low Carbon Hub' initiative with communities, individuals and business, and the Low Carbon Oxford Pathfinder's a partnership of key organisations in the city and who have pledged to reduce their CO₂ emissions by 3% per year and to promote a low carbon economy.

³ 'Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen', Department for Transport, January 2011

⁴ 'Air Pollution: Action and a changing climate', DEFRA, March 2010

⁵ 'Low Emission Strategies: using the planning system to reduce transport emissions' DEFRA Good Practice Guide, Jan 2010.

In addition the Council is working hard to reduce its own carbon footprint. It has developed its carbon management plan with support of the Carbon Trust and has carried out a 'Green Fleet Review' to assess its own in house transport activities. The Council's target to reduce its own emissions is a 5% reduction per year and key areas of activity include:

- Improvements to building services covering voltage optimisation, variable speed drives and lighting improvements.
- Management practice including BEMS best practice, smart meters, and insulation of boiler pipes and valves.
- Upgrading of equipment covering ICT hibernation and virtualisation and procurement of low energy vending machines.
- Staff engagement with the establishment of a Carbon Champions network.

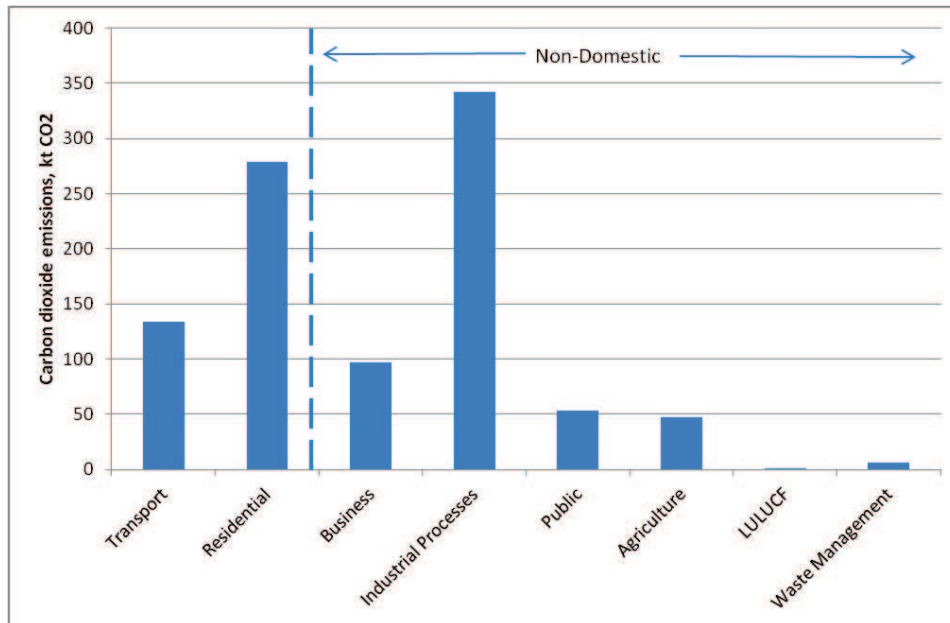


Figure 1: Carbon dioxide emissions in Oxford broken down by sector for 2010

In terms of the residential sector the City Council has been very active with measures to reduce emissions from its own housing stock. Council housing has been subject to a programme of efficiency improvements and has an average SAP rating of 71 (with its target of 70 achieved a few years ago) and is on target to meet Decent Homes Standard Thermal Comfort Criteria (DHS TCC) for all its homes. It has also been working with other social landlords (RSLs) to improve their housing stock and has been providing advice and grants to private households.

The Council has been working to reduce emissions from its own transport fleet, through fleet renewal and driving training. However, it has done less direct work on wider transport emissions except for its influence on the Local Transport Plan and carbon benefits generated through the air quality action plan.

However, despite this wide range of activity to reduce carbon emissions the Council does not have an overarching city-wide carbon reduction plan.

2.2.3 Air Quality

Like most cities Oxford has air pollution issues within the city related to Nitrogen Dioxide (NO₂) concentrations derived from Nitrogen Oxide (NO_x) emissions from activities in the City. Figure 2 shows that the largest source of NO_x emissions in the city is from road transport, as is the case in most other cities.

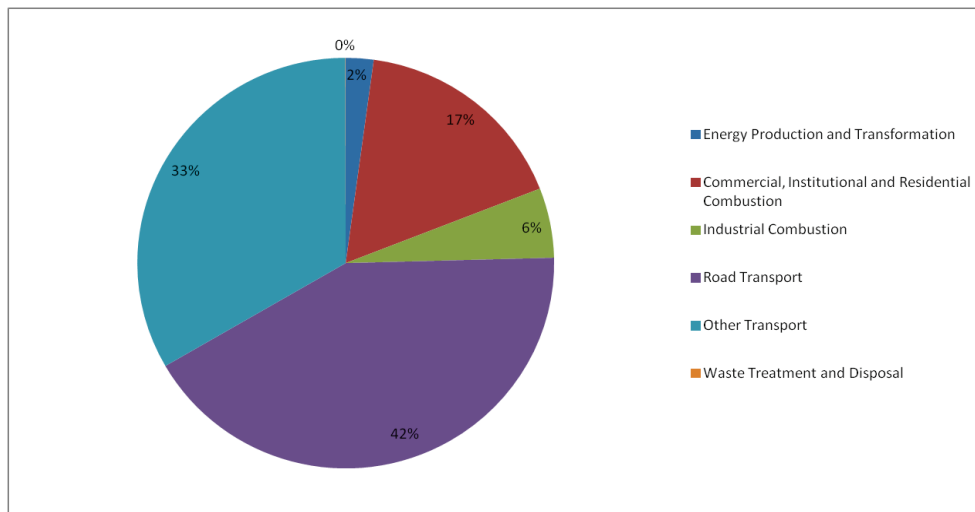


Figure 2: Total NO_x emissions across Oxford (Source NAEI, 2010)

Due largely to transport emissions of NO_x the City Council has declared an Air Quality Management Area (AQMA) to cover the whole of the city. AQMA's require the production of Air Quality Action Plans (AQAP) to highlight measures to address the pollution problems identified by the AQMA. The previous AQAP (2006) was integrated with the 2006 Local Transport Plan, and included an air quality target.

The 2006 AQAP highlighted the need to reduce vehicle emissions, particularly in central Oxford, where the annual mean objective for nitrogen dioxide is not met close to most busy roads. This led to the development of the bus based Low Emission Zone in central Oxford due to be operational from 2014. Other measures within the 2006 LTP that contributed to reductions in vehicle emissions in central Oxford, included:-

- Traffic management measures including bus gate enforcement and traffic light phasing
- Transform Oxford – removal of bus stops from Queen Street
- Cross Operator ticketing – reducing bus numbers in central Oxford

An updated Air Quality Action Plan (AQAP) is currently under development which will highlight further measures to reduce transport emissions. The new AQAP will consider the contribution from a range of measures, including:

- An integrated approach to reducing carbon and air quality emissions from transport
- Extending the application of the LEZ to other vehicles
- Promoting the uptake of Electric and other Low Carbon vehicles
- Promoting alternatives to travel by private motorised transport, e.g car-clubs, car share, work place travel plans
- Parking strategies
- A freight partnership to review delivery activity and emission reduction strategies
- Travel plan measures and wider actions to develop walking, cycling and public transport

2.2.4 Planning policy

The City Council's Local Development Framework (LDF) and Core Strategy (CS) covers the period up to 2026. The Core Strategy's objectives with respect to climate change and emissions are to:

- Maximise Oxford's contribution to tackling the causes of climate change, and minimise the use of non-renewable resources.
- Maintain, enhance and promote access to Oxford's rich and diverse natural environment.
- Help protect people and their property from flooding.

In addition, the following Core Strategy objective relates to providing infrastructure to support new development: *"Promote a reduction in car use, minimise the impact of traffic, and encourage walking, cycling and the use of public transport."*

In relation to climate change Core Strategy policy CS9 covers energy and natural resources, where developments are expected to demonstrate how sustainable design and construction methods will be incorporated. Currently this is through submission of a Natural Resource Impact Assessment (NRIA) checklist. The checklist sets performance standards for qualifying development which are:

- Minimum energy efficiency standards (either using SAP or SBEM)
- deliver a proportion of on-site renewable or low-carbon energy generation (the NRIA Supplementary Planning Document currently requires a minimum 20%)
- Materials – sustainability criteria on aggregates, timber, insulation and sourcing.
- Water – limits on consumption per year

Core Strategy Policy CS1 relates to providing a hierarchy of centres, which will reduce the need to travel. Policy CS14 relates to supporting city wide movement. There are a series of planning objectives which ensure that the following key outputs are achieved:

- Tackle local traffic congestion
- Improve local air quality
- Ensure frequent and reliable public transport connects people and services
- Ensure cycling and walking are attractive options for shorter journeys

Other development plan documents further support the Core Strategy objectives. The Sites and Housing Plan includes Policy HP11, which requires that residential and student accommodation development includes an element of on-site renewable or low carbon technologies where practicable, and that sites of 10 or more dwellings, and sites of 20 or more student rooms, generate at least 20% of their energy needs from on-site renewables or low carbon technologies. Both the Barton and West End Area Action Plans include policies that promote energy and resource efficiency in recognition of the need to tackle climate change.

2.2.5 Local Transport

The County Council leads on Local Transport policy through the Local Transport Plan (LTP) which currently covers the period 2011 to 2030. The LTP has as one of its key priorities the reduction of carbon emissions, it also covers wider environmental impacts including air quality and has a specific Oxford Area Strategy.

The policies on carbon reduction focus primarily on travel planning measures to reduce travel, with less attention on the ideas around low emission vehicles. The air quality elements focus on bus emission reduction measures. The Oxford Area Strategy also includes an emissions strategy that covers the Low Emission Zone, the concept of promoting electric vehicles, traffic routing measures and the need to explore emissions reduction from freight.

2.3 An integrated approach

The Committee on Climate Change Report to Local Authorities recommends that “*Given the crucial role identified for local authorities in delivering emissions reductions to meet national carbon budgets, we recommend that all areas should be covered by local carbon plans*”. Such a plan should focus on emissions drivers over which local authorities have control or influence and be based on a subset of indicators which can be monitored at the local level to determine underlying progress in reducing emissions.

In addition the benefits of an integrated approach to managing climate change and air quality have been clearly set out by Government, with DEFRA noting that ‘*Action at national, regional and local levels will be needed to ensure policies are integrated to maximise these co-benefits and ensure ambitious but realistic targets for air pollution are set for the future*’. This integrated approach has been supported through the work of the Low Emission Strategies Partnership of which the City Council is a member.

The City Council is very active in tackling both climate change and air quality in the City. It has a strong air quality action plan, currently being updated, focused at tackling NOx and PM emissions from transport. It has also been recognised for its work on reducing its own carbon emissions and working with the wider Oxford community through its Low Carbon Hub and Pathfinder initiatives. However, these activities are spread across a range of policies and programmes and it does not have:

- an overarching carbon reduction plan;
- nor a strategic approach to integrate actions to generate co-benefits from tackling air quality and climate change together.

The City Council recognises the benefits of and the need for an integrated approach and it has committed through its Sustainability Strategy to develop an *integrated Low Emission Strategy (LES)* to provide a framework for integrating all of the Council's activities to reduce carbon and air quality related emissions across the City. Therefore it is our intention that the integrated approach within the Oxford Low Emission Strategy will fulfil the ambitions expressed by the Climate Change Committee for delivering a local low carbon plan. It will also provide the framework to ensure that we maximise the co-benefits of tackling climate change and air quality in an integrated and co-ordinated way.

This document sets out the scope and objectives of the Low Emission Strategy, the priority actions that the Council will seek to take and how the Strategy will be monitored and reported.

3. Scope and objectives of the strategy

3.1 Scope of the strategy

The Low Emission Strategy seeks to reduce the climate change and air quality related emissions generated from activities across the city. In particular it will tackle the emissions of carbon dioxide (CO₂), nitrogen oxides (NO_x) and particulate matter (PM), the emissions of most concern. It does not, however, tackle the wider issues of climate adaptation or reduction of direct exposure to air pollution.

In terms of emissions generating activity in the city these can be grouped into three main sectors:

- Domestic activity – essentially emissions from domestic or residential dwellings
- Non-domestic activity – emissions from commercial, industrial, business and public sector premises
- Transport – all transport activity on the road and rail network in the City

As a City Council strategy the LES will focus on the measures and policies the City Council can carry out or influence, rather than action from all actors in the City. However, the range of influence of the Council has is quite extensive and is categorised into three main groups:

- Own estate – measures to reduce emissions from the Council own estate defined as the council's own operational buildings, council owned housing and the Council's vehicle fleet;
- Direct influence – measures that will have a direct impact on the emissions of others through regulations, planning policies and procurement practices;
- Indirect influence – through partnerships, advice and leadership.

Combining the 3 emissions generating activities with the 3 ways in which the Council can influence these activities gives 9 segments of action, as illustrated in Figure 3 below, through which the strategy can influence carbon and air quality emissions.

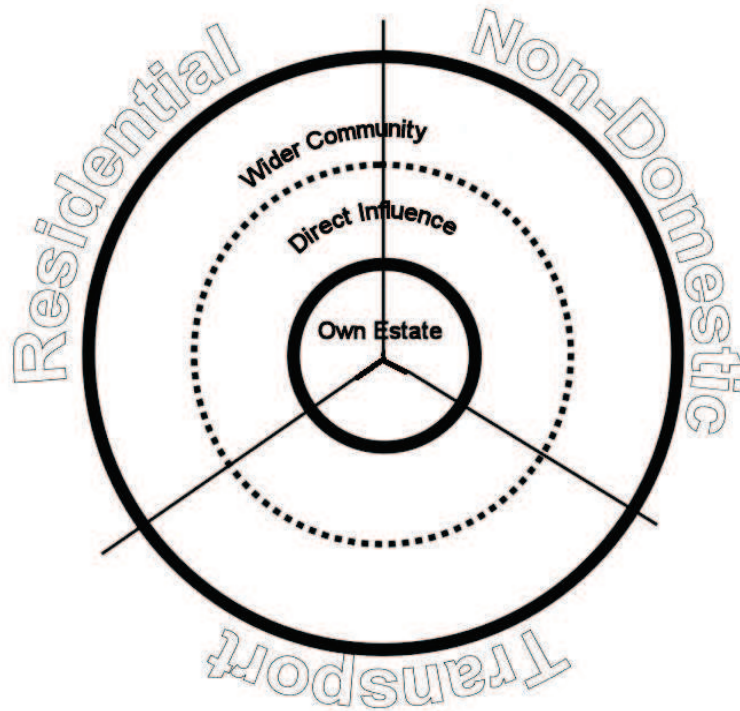


Figure 3: Scope of activities with the LES

An estimate of the emissions generated from each of these segments is shown in Figures 4 and 5 below. For CO₂ emission the non-domestic sector (commercial, industry, etc) is the principal emitter, followed by residential and then transport. However, for NO_x emissions the transport sector is the largest emitter, followed by non-domestic and then residential. The Council's own emissions are a relatively small proportion of both CO₂ and NO_x. The sector the Council has most control over is residential emissions, both through Council owned property and direct measures such as planning controls. However, in all cases the greatest proportion of emissions are where the Council has no direct control. The challenge is to work through influence and partnership to generate reductions in emissions from these segments.

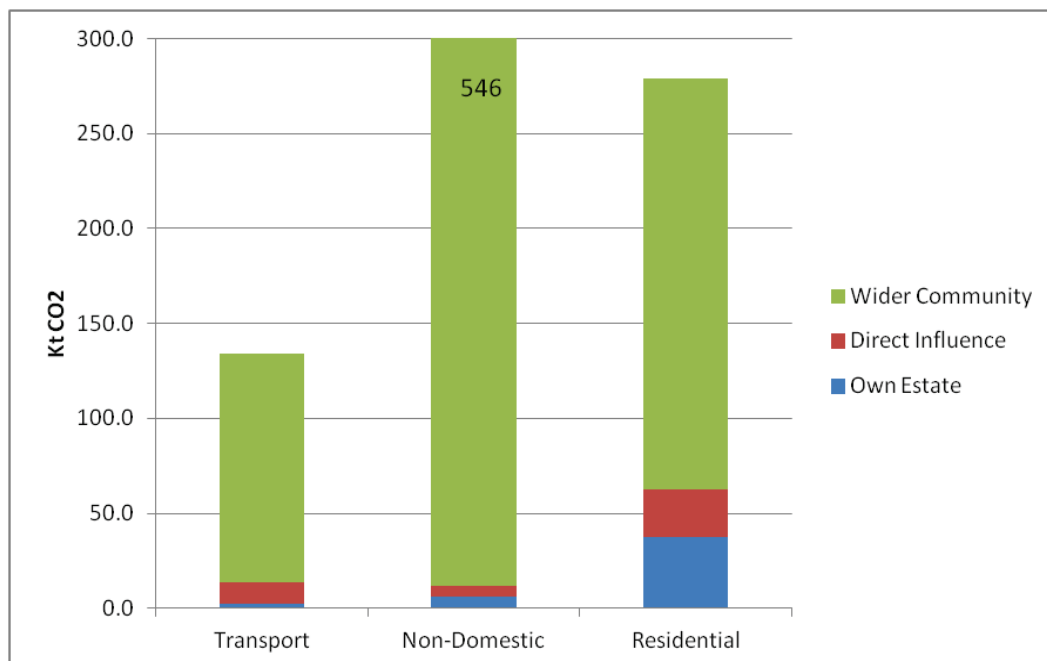


Figure 4: Estimated CO₂ emissions in 2010 by segment of activity and influence

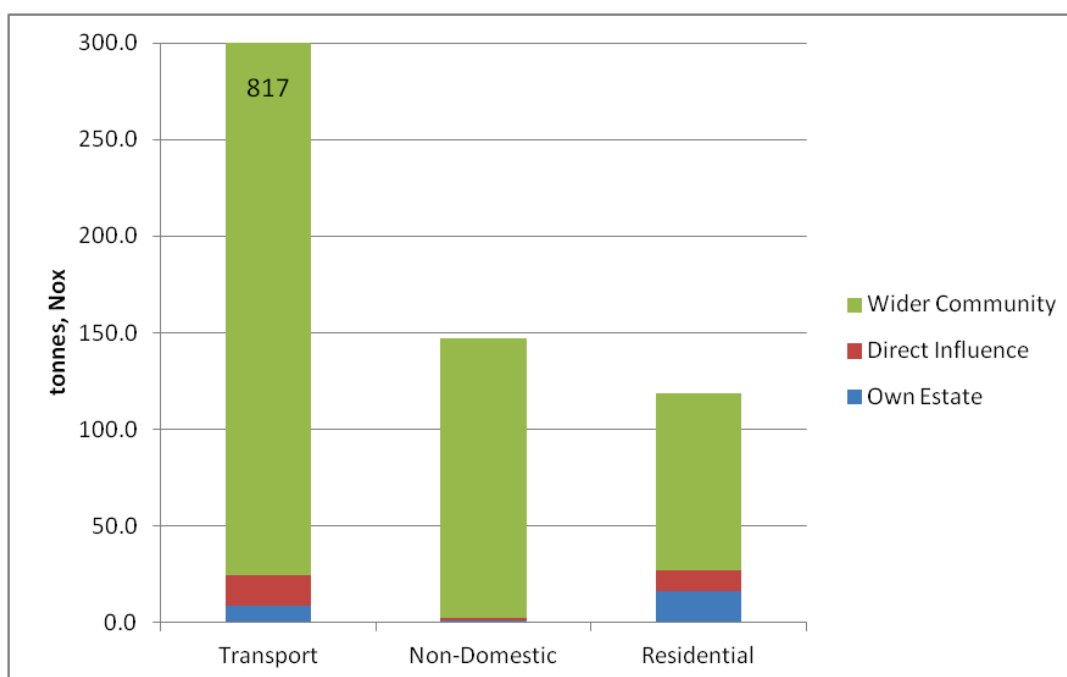


Figure 5: Estimated NOx emissions in 2010 by segment of activity and influence

3.2 Objectives and targets

The objectives of the LES reflect the aspirations of the Sustainability Strategy, as well as national targets and obligations with respect to climate change and air quality. At a simple level the overall goal of the LES can be stated as:

‘to provide an integrated approach to the reduction of emissions of carbon dioxide, oxides of nitrogen and particulate matter from all activity in Oxford

However, underpinning this overall goal we have set specific targets in relation to carbon dioxide, nitrogen oxides and particulate emissions to be achieved by 2020.

3.2.1 Carbon dioxide emissions

At the national level the Government has a binding target of an 80% reduction of emissions between 1990 and 2050. Through the work of the Climate Change Committee and the Government’s Carbon Plan current CO₂ emissions are expected to be some 30% lower than 1990 levels by 2022. This represents a target reduction of about 20% between 2008 and 2020. This is expected to comprise of reductions in the respective sector as follows:

- Residential: 34%
- Non-domestic: 24%
- Transport: 18%

At the local level the City Council has set a 40% reduction target for CO₂ emission by 2020 on a 2005 baseline⁶. This is slightly less than a 3% reduction per year, and equates to a 32% reduction between 2008 and 2020 a more challenging target than set by Government. This 40% target is the top level CO₂ target that the LES will work towards. In addition using the same relative reduction in emissions from the three main sectors of activity, as

⁶ A Sustainability Strategy for Oxford (2011-2020), Oxford City Council, 2011.

estimate by Government, a carbon reduction target has been set for each of these sectors in Oxford as follows:

	2005	Target by 2020		
	kt, CO2	% reduction	Emissions, kt CO2	% per year
Total	1021	40%	613	2.7%
Transport	142	35%	92	2.3%
Residential	308	45%	169	3.0%
Non-domestic	571	40%	343	2.7%

Table 1 Subsector CO₂ Targets for Oxford

3.2.2 Nitrogen oxide and particulate emissions

Under the Local Air Quality Management (LAQM regime) the Council is required to work towards meeting concentration limit values for both nitrogen dioxide (NO₂) and particulate matter (PM₁₀). For both NO₂ and PM₁₀ these limit values are 40 µg/m³ on an annual average basis. These are the values that the Council must seek to achieve through its Air Quality Action Plan (AQAP). These limit values are however concentrations, rather than total emissions emitted by activity in the City and will be influenced by other factors such as metrology.

In terms of setting an overall emissions limit we need to relate emissions reduction to air quality concentrations. The City's 2011 air quality progress report showed NO₂ in the City Centre and the High Street at 58 and 60 µg/m³ respectively with some streets showing levels up to 67 µg/m³. Therefore our NO_x reduction target should be set at a level that would be likely to bring these concentrations down to 40 µg/m³.

Although not a straight forward assessment, a basic analysis of both NO_x and PM emissions and their related concentrations suggests that a city wide reduction target needs to be of the order of 50% to allow the air quality limit values to be achieved. The *50% reduction in NO_x and PM by 2020* represents a reasonable target for the LES to seek to achieve.

However, it should be recognised that the ultimate goal in terms of air quality will be to achieve the 40 µg/m³ limit values for NO₂ and PM across the city. The LES will provide a major element of achieving this alongside the Air Quality Action Plan.

3.2.3 An integrated target

Putting these two top level targets together the overarching target for the LES is to achieve:

'a 40% reduction in the CO₂ emissions footprint and a 50% reduction in the NO_x and PM emissions footprint of the city from 2005 to 2020'

3.3 The LES as an integrating framework

Like the Sustainability Strategy the LES is intended to pull together and provide a 'framework' for the integration of activities on emissions reduction across the Council. The 'implementation' or 'delivery' of measures will take place through existing programmes and policies owned by specific departments in the Council. Therefore the LES will pull together and track existing activity and help formulate new measures, within existing policies and programmes, going forward. The benefit of this approach is that the delivery of measures lies within the programmes and policies of departments responsible for their delivery.

The key policies and programmes that influence and deliver emission reduction actions include:

- *Oxford Community Strategy and Sustainability Strategy* – which should set the top level objectives and framework for activity;
- *Corporate plan* – providing an overview of the councils priorities and activities
- *The local development framework (LDF) and building control* – setting the framework for the development of the built environment within Oxford;
- *HECA strategy and reporting* - setting out the Councils plans to improve the efficiency of the private housing stock;
- *Housing strategy and HRA business plan* - setting out how the Council will manage its own housing stock;
- *Asset management plan* - which provides a strategy for the management of the Council's own buildings and assets;
- *Carbon Management Plan* - the strategy for improving the carbon footprint of the Council's own estate;
- *Procurement, Commissioning and Supplier Management strategy policy* – through which the Council can drive change through the supply chain;
- *Low Carbon Oxford and the Low Carbon Hub* – activities specifically driving energy and carbon reduction across the city;
- *LAQM and the Air Quality Action Plan*– the requirements on Oxford to define its AQMA and associated action plan, which focuses largely on transport activity and emissions;
- *Local Transport Plan* – setting out transport policy and actions, which although the responsibility of the County Council is developed with the partner districts;

The relationship between these policies and programmes, and on which level of influence they operate, is indicated in Figure 6 below.

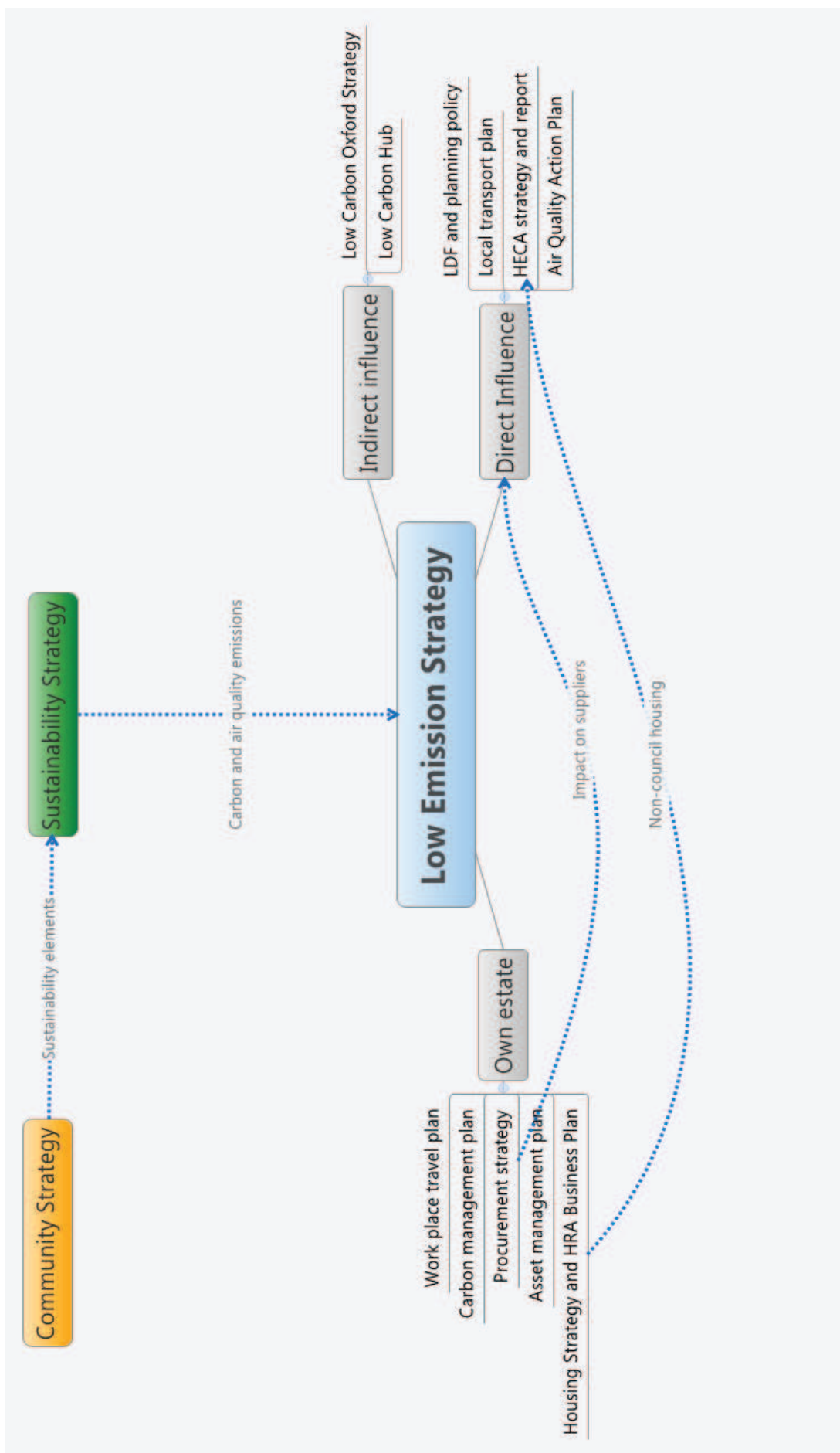


Figure 6: Relationship between policies delivery emission reduction actions

4. Priority actions

The Low Emission Strategy provides a framework for emissions reduction actions being carried out by the Council. However, there are a number of priority actions in each of the three main activity sectors that are likely to have most impact and we believe should be the focus of the LES. These actions are set out in the sections below and the Council will seek to develop and drive forward these actions over the period to 2020. In addition these action will be the focus of monitoring and performance reporting for the LES.

4.1 Residential

The Council has made significant strides with the improvement of its own housing stock and working with Registered Social Landlords (RSLs) on housing association properties. Therefore going forward our focus is on private sector housing both owner occupied and rented. This is supported by the Home Energy Conservation Act (HECA) requirements to develop a strategy to reduce residential CO₂ emissions and then on going public reporting of progress.

Priority R1: Improve the average energy efficiency of private sector housing.

Description: The City Council had an Energy Saving Trust study done in 2010/11 and this recommended a target average SAP (energy efficiency) rating for private sector housing of 66. The current SAP levels for private housing are estimated to be around 53, hence improving to 66 is about a 25% improvement. Therefore our target is to improve the energy efficiency of private sector housing by 25% by 2020. This improvement is estimated to save some 55 ktonnes of CO₂ per year.

Delivery: This priority will be developed through the HECA strategy for 2013 and potentially the Housing strategy, and be the responsibility of Environmental Sustainability team. Key elements of action include:

- the development of a 5 year rolling programme of building condition and SAP surveys to provide robust data for monitoring and targeting action;
- working with community groups to develop a programme of whole house/street retrofit schemes funded through 'Green Deal/ECO'.

Status: The HECA strategy and action plan is currently being developed along with assessing how this can be resourced.

Priority R2: Develop a programme of community renewable energy schemes

Description: The Sustainability Strategy commits to a significant reduction in residential CO₂ from the implementation of renewable energy by 2020. We have set a target of a 20% reduction in residential CO₂ emission through the use of renewable energy. This target reflects the planning target of 20% renewables for new build and when combined with the 25% energy efficiency improvement target meets our top level 45% CO₂ emission reduction target for the residential sector.

Delivery: The Council's Environmental Sustainability team will explore the options to deliver this action. The approach may be the development of a specific community renewables action plan or a renewable energy section of the HECA action plan. Implementation is likely to be through working with community groups and exploiting funding through the FiT and RHI mechanisms.

Status: Work is ongoing with community groups such as Low Carbon West Oxford to developed potential schemes. A community renewables plan either stand alone or part of the HEC strategy is yet to be developed

Priority R3 Ensure all Houses of Multiple Occupation (HMO's) have an Energy Performance Certificate (EPC) and the average rating is improved.

Description: The Council's HMO licensing powers now require an EPC from all HMO rented properties and this is planned for completion by the end of 2012. This will give a baseline for the current EPC rating of this sector. From 2016 the Council will have powers to require energy efficiency improvements. Using these powers we will seek to improve the average rating to C dependent on the current baseline and resources available to support improvements.

Delivery: This would be delivered through the HMO licensing team and the Council's Environmental Sustainability team. The action may be included as an element of the HECA strategy and supported with funding through the Green Deal mechanism.

Status: EPC's have now been completed for most HMO properties. Exploring use of powers to require improvements and supporting funding has yet to be carried out.

4.2 Non-Domestic

The largest potential in this sector is tackling the wider non-council operated non-domestic estate. A key element of this will be the emissions from the Low Carbon Oxford pathfinders which are estimated to account for some 50% of the city's non-domestic CO₂ emissions. Another key area, where currently little action has taken place to date, is the Council's leased estate.

Priority N1 - Continued annual reduction in Low Carbon Oxford pathfinder's CO₂ emissions

Description: The Low Carbon Oxford Pathfinders have committed themselves to an annual 3% reduction in their carbon footprint. If these pathfinder organisations account for 50% of the Oxford Non-domestic CO₂ emissions then this action is estimated to save around 50-60 ktonnes per year by 2020.

The Pathfinders will also consider setting a similar target for NO_x and PM emission reductions and reporting across all three pollutants.

Delivery: This action will be delivered through the Low Carbon Oxford initiative and its pathfinder organisations.

Status: Low Carbon Oxford is ongoing and resources have been committed to its management and further development. Its first years progress report has been completed and further annual progress reporting will be carried out.

Priority N2 - Improve the energy efficiency of OCC leased estate

Description: The Council owns and leases a significant amount of business property on a commercial basis. This property forms a fairly large part of the non-domestic estate and is an area where more information is needed and where more action could be taken to reduce emissions. An EPC is generated when leases are renewed, but accelerating this process would ensure good baseline information for this sector and where to target improvement effort.

We will explore options for a more rapid roll out of EPC assessments by 2015 and generate improvements to ensure an average EPC rating of C by 2020 across this estate. The estimated saving from this improvement for a potential base line of an EPC rating of E would be some 3 ktonnes of CO₂ annually

Delivery: The development of this action will be lead by the Corporate Assets team supported by the Environmental Sustainability team, with details set out in the Asset Management Plan. Funding for EPC assessment and improvements would likely be

through the Green deal/ECO. If this funding is readily available on a commercial basis then the key activity of the Council will be to promote and support access to this funding for its commercial tenants.

Status: No direct progress has yet been made on getting or promoting resources for EPCs or funding for improvements.

Priority N3 - Planning for low carbon developments

Description: The Council has been using the planning system for many years to support low carbon development. The Council will seek to strengthen its activity in this area in particular through:

- continuing to update planning policy and supporting documents which require low carbon and energy efficient development;
- supporting the use of renewable or low-carbon technology within qualifying developments, to supply a minimum 20% of their energy needs;
- promoting the use of district heating and other larger scale renewable energy schemes.

Although the impact of new developments can be fairly modest overall, as they are a small proportion of the total non-domestic estate, such schemes as district heating can have a much more significant impact. For example a viable district heating scheme for the City Centre utilising biomass Combined Heat and Power (CHP) could save some 17 ktonnes of CO₂ per year.

These action supports a path to towards zero carbon new developments by 2019, the Government's commitment in its Carbon Plan.

Delivery: These planning actions will be developed through the Local Development Framework and associated supplementary planning policies. The details of the necessary actions will be developed by the Planning and Building control teams.

Status: Planning policies are in place and will continue to be developed and promoted.

Priority N4 Showing leadership with continued reduction of the Council's own carbon footprint

Description: The Council has recently updated its carbon management plan, and has set an annual improvement target of 5% per year. This level of improvement suggest an annual carbon saving of some 2 ktonnes by 2020.

Along with the Low Carbon Oxford Pathfinders consideration will be given to setting this target for NOx and PM emissions as well, and reporting all three emissions annually.

Delivery: Detailed measures will be developed and set out in the Council's Carbon Management Plan (CMP) which will be regularly updated. The CMP will be managed by the Environmental Sustainability team with key delivery through Corporate Assets and the Asset Management Plan. Funding will be through Salix (a Carbon Trust initiative) and a new Council supported revolving fund.

Status: The carbon management plan has been recently updated and the target for percent improvements is on track.

4.3 Transport

Transport is the main contributor to air quality related emissions in terms of NO_x and PM, as well as generating some 15% of the city's CO₂ emissions. The Council's Air Quality Action Plan provides a focus for transport measures to reduce NO_x and PM. However, at present there is no real focus for measures to reduce carbon emissions from transport in the City apart from what is set out in the LTP. Therefore the current AQAP has a priority action to develop a city-wide low carbon transport plan. This plan will encompass all surface transport emissions within Oxford and is proposed for further development with Oxfordshire County Council as a key local mechanism to introduce an integrated approach to management of air pollution and carbon emissions from transport in the City. As such the low carbon transport plan, along with the AQAP, and the County Council's LTP will provide the main delivery mechanisms for transport measures in the LES.

In terms of air quality related emissions buses are the main source in the city centre, accounting for some 35% of emissions and over 50% on some city centre streets. The Council has taken strong steps to manage these emissions with the introduction of a bus-based LEZ coming into force in 2014. The next biggest source of NO_x emissions is freight vehicles accounting for some 33%, with vans accounting for about half of this. This is traditionally a difficult sector to tackle, but will be a priority going forward.

Private cars account for most of the remainder of the emissions and are by far the biggest group of vehicles. Measures to reduce car traffic are already developed and progressing with mode shift measures in the Local Transport Plan. However, further action here and maintaining momentum will be important.

Lastly the development of low and zero emission technology will help drive down emissions and this technology is becoming increasingly available.

Priority T1: A city wide sustainable travel plan

Description: The development of a city wide travel plan is a commitment of the Sustainability Strategy. The aim will be to develop a more integrated approach to travel planning in the City incorporating the work by the County Council on travel choices and the City Council's transport activities in the Low Carbon Hub.

We will set an improvement target for this measure in terms of a reduction in car vkm in the city, with complementary targets on walking and cycling trips. These targets will be developed as part of the overall travel plan. However, an indicative target is suggested of a 10% reduction in car vkm by 2020. If this level of reduction is achieved it is estimated to save some 10ktonnes of CO₂ and 22 tonnes of NO_x emissions annually.

Delivery: A partnership approach will be taken to the delivery of this measure including:

- overall co-ordination of the plan within the AQAP as part of the low carbon transport plan, with support from the City's travel plan officer;
- integration into the County Council's LTP, in particular the Oxford Area Strategy;
- support from the Low Carbon Oxford initiative and the Low Carbon Hub for community engagement.

Status: existing work is already going on through the LTP and the Low Carbon Hub. However, this needs to be integrated and developed further into a city wide sustainable travel plan.

Priority T2: Emission reduction measures for the freight sector

Description: The City Council will work closely with the County Council to develop a set of measures to reduce emissions from the freight sector. Two measures that are currently under consideration are:

- A freight consolidation centre - such centres can significantly reduce freight movements by co-ordinating and consolidating deliveries especially in the central area. Our aim would be to develop a scheme that would generate a 10% reduction in freight traffic by 2020.
- A freight Low Emission Zone - building on the bus LEZ we are looking at options for a freight scheme. Such a scheme may be able to target some 50% of the freight vehicles in the city and reduce total freight transport NOx by 45%.

In combination these two measures could reduce CO₂ emissions by 5 kt per year and NOx emissions by 100 tonnes per year.

Delivery: Consideration will be given to taking forward a feasibility study to investigate the opportunities and benefits of developing measures to reduce emissions from the freight sector as outlined above.

Status: No direct progress has been made on developing these measures to date.

Priority T3: Promote zero emission vehicles in the light duty fleet

Description: This action will focus on the promotion of electric vehicles, mainly cars, vans and taxis, in both the business and private fleets. Our aim is to facilitate a 10% uptake of electric vehicles in the light duty sector by 2020. Based on this 10% target some 5 ktonnes of CO₂ and 30 tonnes of NOx savings are estimated annually.

Delivery: This measures will build on existing work by the City and County Councils in their own vehicle fleets and work within the plugged-in-fleets initiative and aspirations in the AQAP and LTP. To take this forward we will aim to develop activities in the following areas:

- development of recharging infrastructure for electric vehicles across the city, using planning policy, direct funding for public stations and working with LCO partners;
- explore further opportunities for introducing EVs into our own fleets;
- work with partners such as the Low Carbon Oxford pathfinders to encourage the introduction of EVs into business fleets.

Status: Some initial work as taken place through the Government's plugged-in-places initiative. However, more detailed plans need to be developed and funding identified.

4.4 The wider LES action plan

As well as these priority actions the LES will have a wider action plan of measures tracking all emission reduction activities across the Council. This full LES action plan will be a living document to evolve over time as measures and actions develop. The action plan will include these priority measures and any sub actions beneath them, but also the wider set of emission reduction measures within the Council's programmes and policies. This will for example include actions on the Council's housing stock, transport fleet and procurement practices.

5. Monitoring and assessment

The key to the success of the LES will be the ability to monitor and report the progress of measures and assess their impact. This will allow the Strategy to be developed and ensure transparency and accountability.

5.1 The integrated emissions database

The City Council has commissioned an integrated emissions database to allow the tracking of actions and impacts of the LES action plan. The database tracks three types of data:

1. **Measure data** - this is information describing each of the measures in the LES action plan. It will include the name of the measure, the indicator used to track the measure, which sector the measure relates to, who is responsible for the measure and the policy or programme through which it is being implemented.
2. **Activity data** - this is the direct activity that a measure will influence for example reducing vehicle kms, increasing the number of electric vehicles in the city or electricity consumption. Any measure may have one or more activity data sets associated with it to track its progress. Primarily the associated activity data set should be that required to assess the target set for a measure.
3. **Emissions data** - this is actual emissions data in terms of CO₂, NO_x or PM emissions that are being collected and which the LES will influence. The emissions data has two levels:
 - a. *City wide data* - for tracking the top level targets of the LES for the city as a whole
 - b. *Measure level (or detailed) data* - related specifically to a measures such as CO₂ emissions related to the Council's carbon management plan.

The activity data should provide the link between the measure and its emissions impact. For example a reduction in car vkm can be used to estimate an emissions impact or a reduction in gas consumption can be used to calculate a reduction in CO₂ emissions. The calculation will require the use of emission factors or tools.

These data sets and the relationships between them are illustrated in figure 7 below:

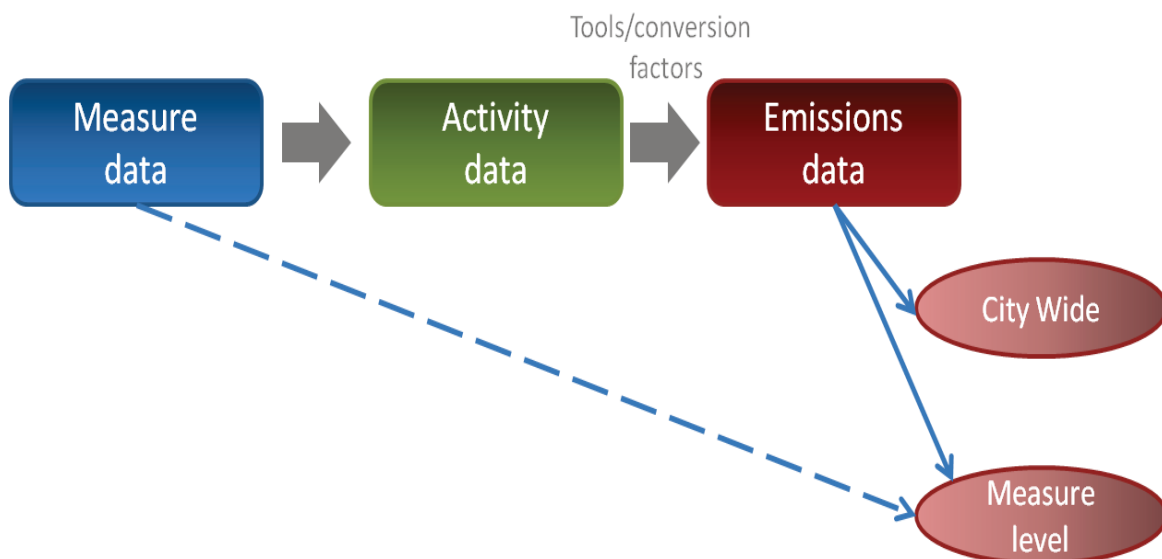


Figure 7 Data sets and their relationship in the integrated emissions database

In the following sections we set out how we aim to collect the information and data to be tracked in the database in relation to the top level targets and the priority measures in the LES.

5.2 Top level targets

The LES has city-wide targets for CO₂, NO_x and PM reductions and sub-sector targets for CO₂ emissions. These targets will be tracked with city-wide emissions data stored in the integrated emissions database.

CO₂ data

The primary data for city-wide CO₂ emissions is the Government's local and regional CO₂ statistics published by DECC. These data are published annually, but with a 2 year lag. A summary of these data are shown in table 2 below, for the base year 2005 and the latest year for which data is available 2010. This data shows that the Council is behind target, with emissions reducing at an average of 1.2% per year against a target of 2.7%. The best performing sector is residential emissions.

	2005	Target by 2020			Current Year: 2010		
	kt, CO ₂	% reduction	Emissions, kt CO ₂	% per year	Emissions	% reduction	% per year
Total	1021	40%	613	2.7%	958	6.2%	1.2%
Transport	142	35%	92	2.3%	134	5.6%	1.1%
Residential	308	45%	169	3.0%	278	9.7%	1.9%
Non-domestic	571	40%	343	2.7%	546	4.4%	0.9%

Table 2 DECC CO₂ data for Oxford against the LES top level targets

Within this data the residential and non-domestic data is very robust as it is based on geographically based energy consumption data and simple conversion factors. The transport data is less robust as it is based on estimated traffic data and national vehicle fleet data.

NO_x and PM data

At present the only full NO_x and PM emissions footprint data available for the city is the National Atmospheric Emissions Inventory (NAEI) 1km X 1km grid data for Oxford. Data for 2009 and 2010 is publicly available and is shown below in Table 3. However, direct contact with the NAEI support team will be needed to get data back to 2005 to allow comparison with a 2005 benchmark for full tracking of the target.

	Emissions in tonnes			
	2009		2010	
	NO _x	PM	NO _x	PM
Transport	670.4	56.9	817.1	61.1
Residential	107.4	5.5	119.3	5.3
Non-domestic	290.0	11.2	147.4	8.1
Total	1067.8	73.6	1083.9	74.6

Table 3 NAEI 1km X 1km NO_x and PM data for Oxford

5.3 Measures

For each of the priority measures an improvement target has been set. Table 4 on the following page provides a summary of each priority measure, its improvement target and associated indicator and the data that will be collected to track progress against the target.

No	Measure Description	Target	Indicator	Status	Monitoring data
R1	Improve the average energy efficiency in all private sector housing	25% improvement 2005-2020	Average SAP	Progress made further resources needed	Annual rolling house condition survey, including SAP assessment. Complemented by EPC data from Green Deal assessments and properties being sold/rented.
R2	Develop a programme of community renewable energy schemes	20% reduction in residential CO ₂ 2005-2020	Installed capacity of renewable energy schemes	Progress made further resources needed	FiT registration data from Ofgem and RHI registration data when this becomes available. The installed capacity can then be used to calculate CO ₂ savings
R3	Ensure all HMO's have an EPC and the average rating is improved	Achieve average band C by 2020	Average EPC rating	Progress made further resources needed	EPC data collected through HMO licensing
N1	Annual reduction in LCO pathfinder CO ₂ emissions	3% annual improvement	Pathfinder CO ₂ emissions	Work ongoing and resources committed	LCO pathfinder energy and CO ₂ data, which will also be reported in the LCO annual report
N2	Improve energy efficiency of OCC leased estate	All EPC by 2015, average band C by 2020	Number and Average EPC	No resources available at present	A programme of EPC assessments to be developed. Complemented by EPC data from Green Deal assessments and properties being sold/rented
N3	Planning for low carbon developments	All new developments zero carbon by 2019	Estimated CO ₂ emissions	Work ongoing and resources committed	Building regulation data on CO ₂ emissions collected for Part L compliance.
N4	Continued reduction in the Council's own estate CO ₂ emissions	5% annual improvement	Council CO ₂ emissions	Work ongoing and resources committed	Carbon Management Programme reporting, complemented by data from the CRC
T1	City wide sustainable travel plan	10% reduction in car vkm by 2020	Car traffic counts	Progress made further resources needed	County Council count data. Complementary cycle and pedestrian count data
T2	Emission reduction measures for the freight sector	10% reduction in freight vkm by 2020 45% reduction in freight NOx emissions	Reduction in HGV cordon counts Reduction in freight NOx and PM emissions	No resources available at present	County Council annual count data Emissions inventory data - full or simplified
T3	Promotion of zero emission vehicles in the light duty fleet	10% of light duty fleet by 2020	Number of EV's in light duty fleet	Progress made further resources needed	DfT/DVLA registration data

5.4 Wider action plan

A process of identifying indicators and monitoring data will be carried out for all measures in the wider action plan. These indicators and data sources will be identified as the full action plan is developed. These data will be stored in the integrated emissions database where possible

However, the focus for progress monitoring of the LES will be on the priority measures. Effort will be directed at setting up the data collection processes for these measures first and they will be seen as the primary measure of the success of the LES.

5.5 Progress reporting and feedback

The intention is that all these data, at least for the top level targets and priority measures, should be updated on an annual basis. This will then give a full data set for each year to allow annual tracking of measures. An annual progress reports will be produced each year showing progress, similar to the LTP or air quality progress reports. The report will also to be used to review the success of measures and make recommendations for the development of the strategy.

However, it is recognised that there will be related reporting for the programmes and policies that are delivering LES measures such as the HECA reporting, LCO reporting and so on. Where possible and appropriate we will consolidate this reporting effort. In some cases the LES reporting may be sufficient or replace other reporting, in other cases simply repeating data and results will be required. The use of the integrated emissions database will support the consolidation of this reporting effort as the data will be held in one place and accessible to all.

2013 Air Quality Action Plan

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

May 2013



Executive Summary

This Air Quality Action Plan (AQAP) sets out the measures that Oxford City Council and Oxfordshire County Council intend to take to improve air quality in Oxford. The whole of Oxford was declared as an Air Quality Management Area (AQMA) in 2010, highlighting that pollution hotspots were evident in a number of areas within the city. The AQMA was declared because assessments of air quality predicted that the annual mean objective for nitrogen dioxide of $40 \mu\text{g}/\text{m}^3$, would not be met in a number of areas, whilst the hourly mean objective of $60 \mu\text{g}/\text{m}^3$ would not be met in specific streets in central Oxford.

The previous AQAP was issued in 2006, and proposed measures to address pollution within the central Oxford AQMA. The main action proposed was that a feasibility study should be carried out for the introduction of a Low Emission Zone (LEZ) for certain streets in the AQMA. This would ensure that only vehicles meeting minimum emission standards would be allowed to enter designated parts of the city centre.

A range of measures have been implemented since 2006, contributing to reducing the impact of vehicle emissions, notably:-

- Quality Bus Partnership – integrated ticketing, and reductions in bus numbers
- Transform Oxford –increased pedestrianisation, re-location of bus stops
- A bus based low emission zone from 2014 in central Oxford
- Bus operators investing in cleaner greener vehicles

An independent study has been carried out highlighting that the measures introduced have contributed to significant reductions in emissions of oxides of nitrogen, but there are some increases in carbon dioxide emissions. Despite this picture of emissions reductions, we still see levels of nitrogen dioxide above objective levels as set by the European Union and UK government, notably in central Oxford.

The problems we see in Oxford are common to all urban areas where significant levels of road traffic are evident. There are currently over 400 AQMA's for nitrogen dioxide in the UK. Road transport is the largest source of NOx emissions in the UK, with increased levels in urban areas. Road traffic pollution results in complex mixtures of pollutants that interact giving rise to secondary pollution. Nitrogen Dioxide levels are influenced by the current mix of engine and emissions control technologies. Direct emissions of nitrogen dioxide from diesel vehicles fitted with Continuously Regenerating Traps (CRT's) has been shown to increase, particularly in larger slow moving vehicles.

The interactions between pollutants highlights that an integrated approach to dealing with air pollution emissions alongside emissions that impact on climate change is needed. This approach is endorsed by UK Government Departments.

The City Council has developed a Sustainability Strategy and Low Emission Strategy that recognise an integrated approach to developing measures to address climate change and air quality issues.

The Air Quality Action Plan provides a focus for the delivery of air quality related transport measures in the city, and links to the Local Transport Plan (LTP) as the key delivery mechanism for wider transport measures and is managed and delivered by the County Council as the highways authority.

The range of policies and actions in the LTP supports the existing AQAP, and provides the basis for measures in a new AQAP, by contributing to the objective of reducing transport emissions, city-wide.

We recommend that the AQAP is:

- an integrated air quality and low carbon transport plan for Oxford;
- adopted by both the City and County Councils;
- formally a part of the LTP Oxford area strategy;
- primarily delivered through the LTP with supporting policy and actions by the city.

The key themes of the AQAP to reduce emissions across the city will be:

- A city-wide sustainable travel strategy
- Support for the uptake of low and zero emission vehicles
- Reducing freight emissions from Light Goods Vehicles and Heavy Goods Vehicles
- Planning for sustainable transport
- Managing the Council's transport emissions

The AQAP will provide a single focus on air quality and climate change with respect to transport developed and delivered jointly by the City and County Councils.

The success of the action plan recognises the significance of a partnership approach, particularly with the County Council as the Transport Authority, and other key stakeholders, notably District Councils, transport providers, and public health bodies.

We believe that there would be significant added value in working more closely together on:

- Assessing the potential of transport measures to reduce emissions across AQMAs in Oxfordshire.
- Developing tools and resources in a co-operative manner in order to monitor and assess air quality in a more efficient way.
- Potentially pooling resources for the monitoring and communication of air quality information.

We will seek to develop *a sub-regional approach to air quality monitoring and action planning*, working with closely with our County and District colleagues.

Table of Contents

1	Introduction	5
2	Background	7
2.1	The National Context	7
2.2	Air Quality in Oxford.....	8
2.3	Progress to date	12
3	Scope and Objectives of the AQAP	14
3.1	Policy integration	14
3.2	Key Themes.....	15
3.3	Objectives and Targets	16
4	Action Plan Measures	18
4.1	A city-wide sustainable travel strategy	18
4.2	Support for the uptake of low and zero emission vehicles	18
4.3	Reducing freight emissions	19
4.4	Planning for sustainable transport	19
4.5	Managing the Council's transport emissions.....	20
5	Monitoring and Assessment	21
5.1	The integrated emissions database	21
5.2	Modelling and assessment of transport emissions	22
5.3	Air quality monitoring	23
5.4	Partnership working	24
5.5	Reporting	25

1 Introduction

The City of Oxford, in common with urban areas throughout the United Kingdom and cities in Western Europe is subject to poor air quality particularly close to sources of road traffic. A picture has been established of localised air pollution hot-spots close to roads, firstly in central Oxford, then at locations near to high volumes of traffic, such as roundabouts on the ring road, or slow moving and congested traffic in locations such as district centres.

Under the Environment Act 1995 the City Council has a duty to designate an Air Quality Management Area (AQMA) where defined air quality standards and objectives are not being met. In addition they must prepare a written plan, an Air Quality Action Plan (AQAP), in pursuit of the achievement of these objectives.

The City Council declared an AQMA for central Oxford in 2003, which was expanded in 2005. In relation to this AQMA the Council produced and published its first Air Quality Action Plan (AQAP) in 2006 seeking to address pollution in central Oxford, by focussing on emissions from buses which were identified as the main source. The 2006 AQAP was developed alongside the 2006 Local Transport Plan (LTP) enabling the inclusion of an air quality target within the LTP.

Despite progress being made with the 2006 AQAP significant breaches of the national objectives still existed and additional hotspots were identified. Therefore following further detailed assessments of air quality, a city-wide AQMA was declared in September 2010. Therefore this new action plan meets the requirements of addressing air quality issues city-wide.

In moving forward with a new air quality action plan in response to the city-wide AQMA we recognise that there is no single solution to local air quality problems and a range of measures will be required to reduce emissions across the city. In addition we need to recognise the link between air quality and climate change. Therefore this new action plan will provide an integrated approach considering all transport related emissions that contribute to local air pollution and climate impacts.

This action plan must also be seen in the context of the Council's wider 'Sustainability Strategy' and the recently developed 'Low Emission Strategy'. This provides a set of top level objectives for the action plan in terms of reducing emissions related to transport activity across the city and improving air quality. In addition as a primarily transport based action plan a majority of the delivery will be integrated with delivery of the Local Transport Plan. As such the success of the action plan depends on close working between the City and County Councils.

Building on the work of the 2006 action plan, existing programmes and policies and the need to reduce emissions further, this action plan will tackle emissions across the city through a range of measures focusing on the following themes:

1. A city-wide sustainable travel strategy
2. Support for the uptake of low and zero emission vehicles

3. Reducing freight emissions
4. Planning for sustainable transport
5. Managing the Council's transport activities

The following sections set out the scale of the air quality problem in Oxford and its causes, the objectives and targets we have set ourselves to reduce emissions and improve air quality, the key actions we will pursue within each of the our delivery themes and how we will monitor and assess the action plan.

2 Background

2.1 The National Context

The City of Oxford, in common with urban areas throughout the United Kingdom and cities in Western Europe is subject to poor air quality particularly close to sources of emissions from road traffic. A picture has been established of localised air pollution hot-spots close to roads, firstly in central Oxford, then at locations near to high volumes of traffic, such as roundabouts on the ring road, or slow moving and congested traffic in locations such as district centres.

The main pollutants of concern in the UK are particulate matter (PM), oxides of nitrogen (NO_x), ground level ozone and ammonia. Estimates indicate that air pollution reduces life expectancy in the UK by an average of six months. The most important air pollutant in terms of health effects is particulate matter – particles emitted from vehicle exhausts, chimneys or formed in the air from reactions between other pollutants. Road transport, large fuel-burning plants such as power stations, and agriculture are key sources for one or more of these pollutants.

Under the Environment Act 1995 the City Council has a duty to designate an Air Quality Management Area (AQMA) where defined air quality standards and objectives are not being met. In addition they must prepare a written plan, an Air Quality Action Plan (AQAP), in pursuit of the achievement of these objectives i.e. to detail the Council's proposals and actions to work towards the Government's air quality objectives in respect of the pollutants of concern.

The air quality standards and objectives applicable to Local Air Quality Management (LAQM) in England are set out in the Air Quality (England) Regulations 2000 (SI 928), and the Air Quality (England) (Amendment) Regulations 2002 (SI 3043). A summary of the objectives for PM and nitrogen dioxide (NO₂), the pollutants of most concern, are shown in Table 1 below.

Table 1 Air Quality Objectives for NO₂ and PM₁₀

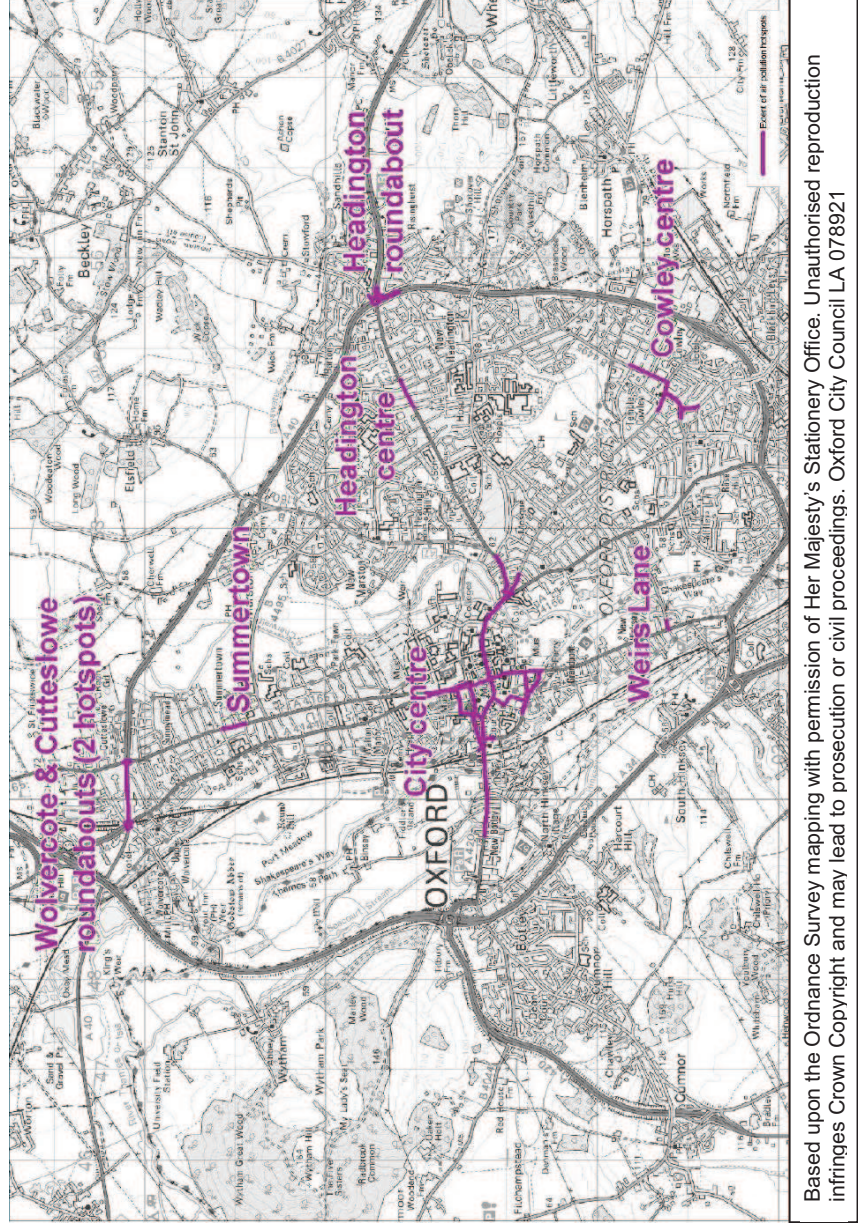
Pollutant	Concentration	Measured as
Nitrogen dioxide, NO ₂	40 µg/m ³	Annual mean
	200 µg/m ³ not to be exceeded more than 18 times per year	1 - hour mean
Particles (PM ₁₀)	40 µg/m ³	Annual mean
	50 µg/m ³ not to be exceeded more than 18 times per year	1 - hour mean

Within the UK, Oxford is one of 292 Local Authorities that have declared 455 Air Quality Management Areas (AQMA) based on failure to meet the air quality objective for NO₂. An AQMA for the whole of Oxford was declared in 2010, incorporating local AQMA declared in 2003 and 2005.

2.2 Air Quality in Oxford

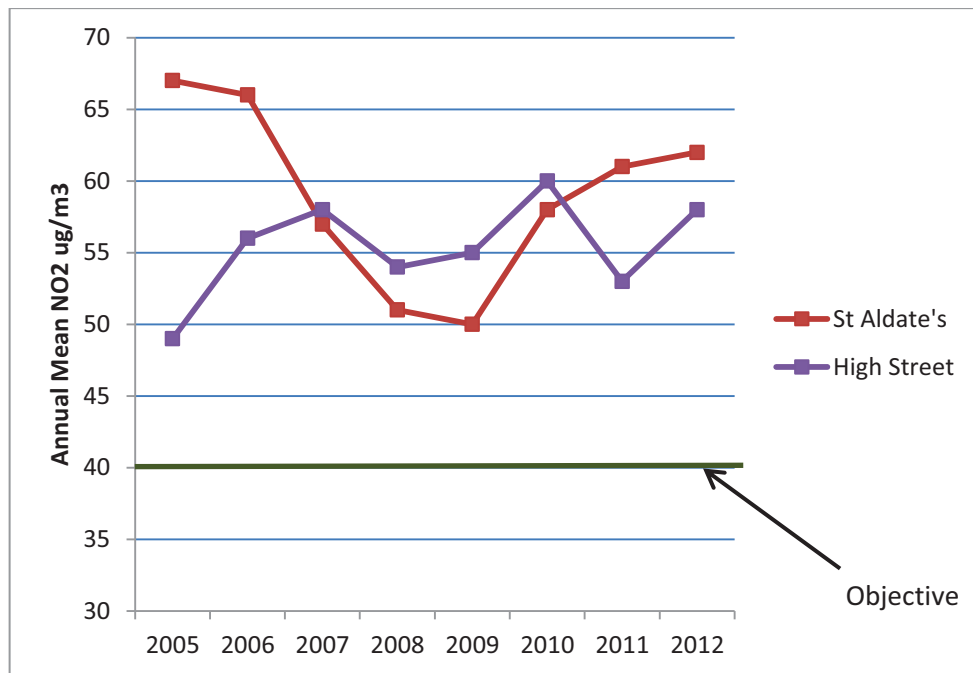
The air quality objectives are being exceeded near road side locations in Central Oxford and at locations near to high volumes of traffic, such as roundabouts on the ring road, or slow moving and congested traffic in district centres. Figure 1 shows the main air quality hot spots in the city and Figure 2 shows the measured NO₂ pollution concentrations in two central Oxford locations, illustrating how the objectives continue to be breached.

Figure 1 - Air Quality Hotspots in Oxford



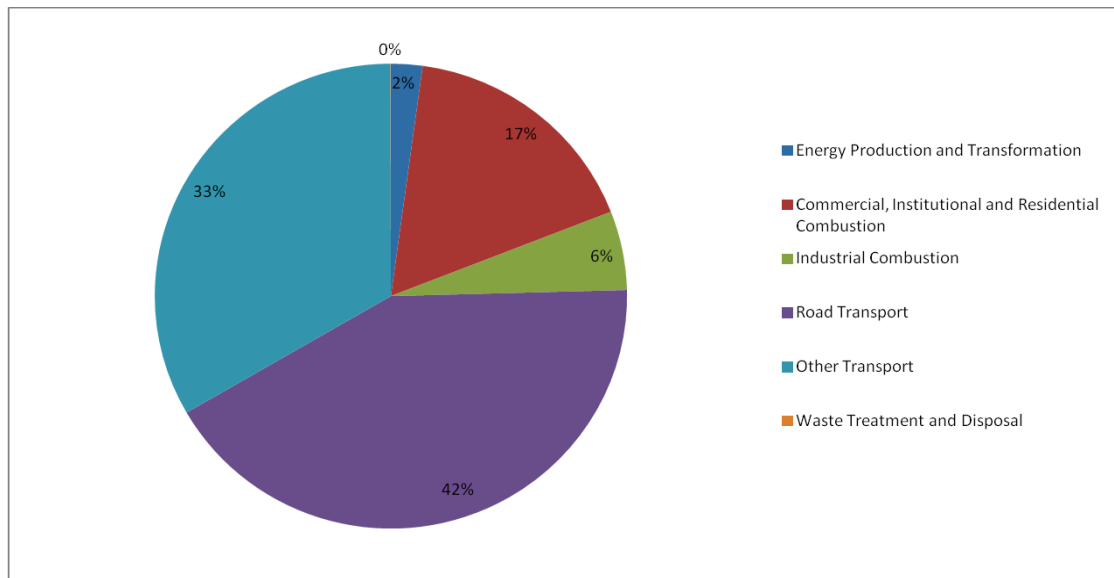
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Figure 2 Annual Mean NO₂ Concentration in Central Oxford



NO₂ pollution is generated from combustion related NO_x (NO and NO₂) emissions across the city. The major source of NO_x emissions in Oxford is transport activity as shown by the chart in Figure 3. In addition near road locations, where the objectives are being breached, transport is a far larger contributor to air pollution concentration than any other source.

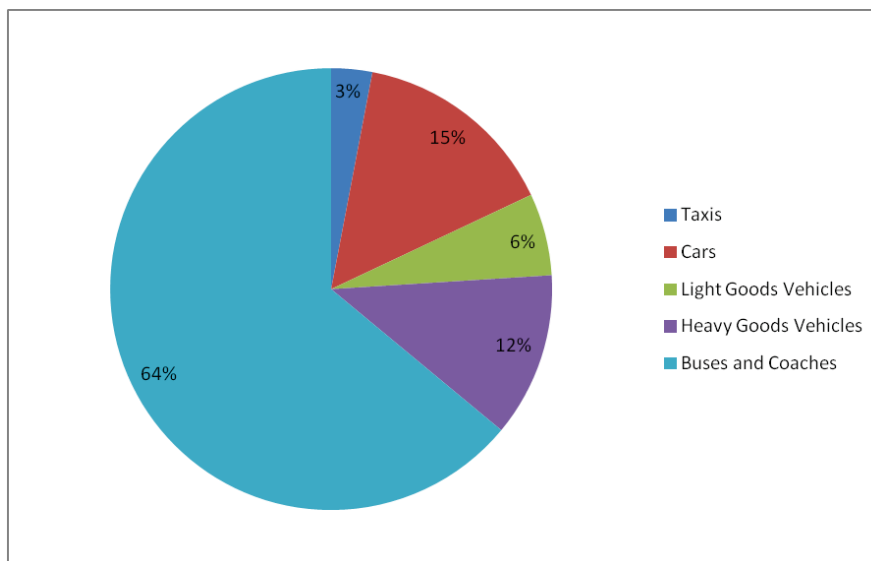
Figure 3 Emissions of NO_x by Source in Oxford



Source: NAEI 2010

Under its duty in relation to the Environment Act 1995, the City Council declared an AQMA in central Oxford due to breaching the objectives in 2001. This initial assessment indicated that traffic emissions were the source of the problem and in particular emissions from buses and coaches. An estimate of the NOx emissions by vehicle type is shown in Figure 4 below, showing buses and coaches accounted for 65% of the emissions, with heavy and light duty goods vehicles accounting for a further 18% of emissions.

Figure 4 Estimate of Transport Related NOx Emission in central Oxford AQMA

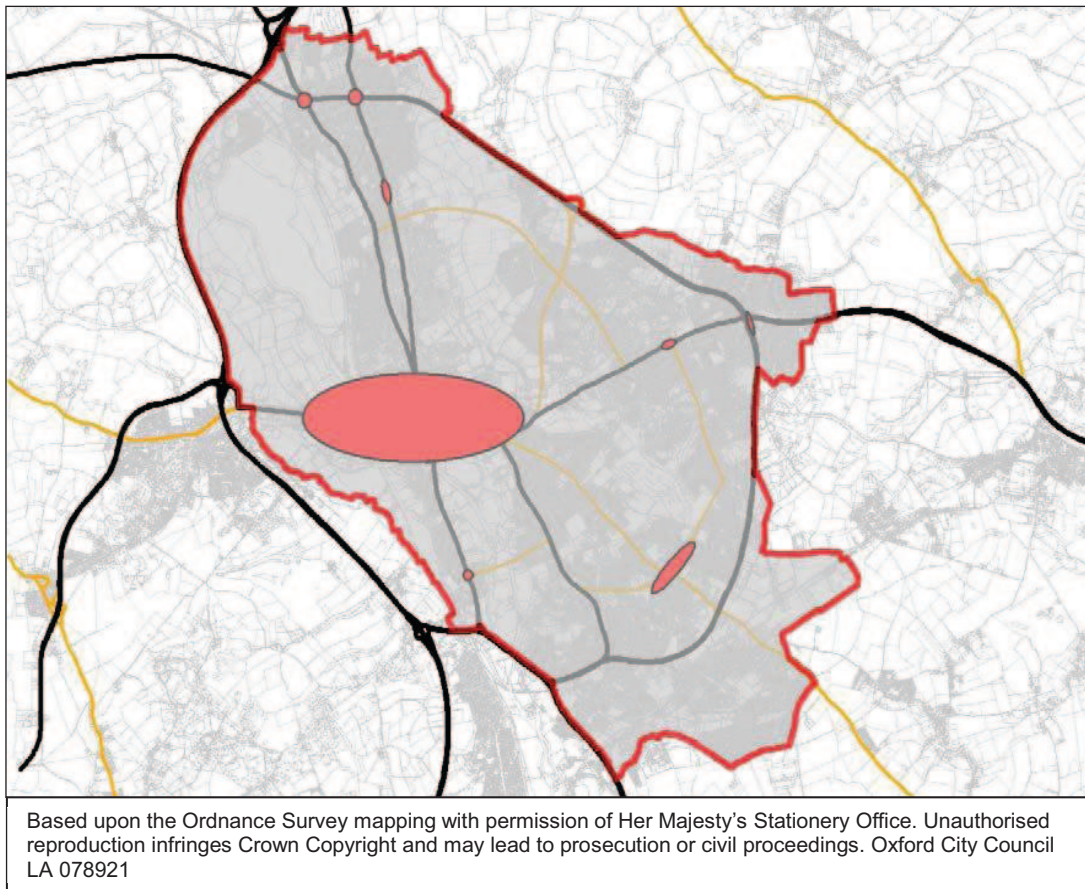


However, in common with other urban areas in the UK, air pollution levels are not reducing at the rates predicted from central government forecasts, due in part to the higher levels of direct NO₂ emitted from new diesel vehicles that were not predicted from new Euro engine emission standards.

Also emissions from road transport are specific to the vehicle fleet mix in any particular street. In St Aldate's, for example, over 90% of vehicle generated NO_x emissions are from buses, with over half of these generated when vehicles are queuing or at bus stops. Whereas on streets not dominated by bus traffic (e.g. Parks Road), cars and taxis contribute 35%, light good vehicles 23%, and heavy goods vehicles 42% of total vehicle NO_x emissions.

This highlights that there is further work to do to achieve the air quality objectives in some locations. Therefore following further detailed assessments of air quality, a city-wide AQMA was declared in September 2010 as shown in Figure 5 below. This city-wide AQMA requires a city-wide approach to reducing emissions.

Figure 5 The Current Oxford City-wide AQMA



The areas highlighted in red within the AQMA that exceed the air quality objective for nitrogen dioxide fall into two distinct categories:-

- Central Oxford - where buses and coaches remain the main source of emissions, but with an increasing proportion coming from goods vehicles, and with specific problems where traffic is congested in areas around bus stops, (e.g. St Aldate's).
- Localised air pollution hotspots - that coincide with high traffic volumes subject to congestion (e.g. busy roundabouts on the ring-road, and local district centres), with emissions being generated by a wider range of vehicle types.

2.3 Progress to date

The Council produced and published its first Air Quality Action Plan (AQAP) in 2006 seeking to address pollution in central Oxford, by focussing on emissions from buses which were identified as the main source. The 2006 AQAP was developed alongside the 2006 Local Transport Plan (LTP) enabling the inclusion of an air quality target within the LTP.

The emphasis of work to address improvements in air quality to date has focussed on measures within the city centre, targeting reductions in bus emissions and co-ordinating with transport policy measures to improve pedestrianisation and access to the city centre by public transport services. The introduction of controlled bus gates to restrain traffic in the city centre has been effective in maintaining the operation of a bus priority route.

The County Council endorsed the development of the Low Emission Zone (LEZ) as part of an integrated package of transport and bus quality improvements in central Oxford, all contributing to reducing road transport emissions, including the development of :-

- A Quality Bus Partnership Agreement, involving an integrated smartcard ticketing system, resulting in a reduction in bus numbers in central Oxford
- Transform Oxford – improving pedestrianisation, including removal of bus stops from Queen Street
- An application to the Traffic Commissioner to develop a Traffic Regulation Condition (TRC), requiring all Passenger Service Vehicles (PSVs) operating in Oxford city centre to comply with the requirements of the proposed LEZ.
- In response to the LEZ developments, local bus operators have been encouraged to invest in cleaner greener vehicles, that are more fuel efficient and emit lower levels of pollutants.

The phased introduction of these measures since 2006 is shown in Table 2 below, with the development and implementation of the LEZ still ongoing. In regards the bus-based LEZ an officer-member steering group was established between the City Council and the County Council in order to oversee a feasibility study to develop a LEZ in Oxford. The feasibility study was completed in late 2008 followed by reports to City Executive Board and County Cabinet Member for Transport during March/April 2009. Both Councils endorsed the development of an LEZ based upon a Euro V standard applying to public service vehicles from 2014.

A recent report commissioned by the City Council summarises the extent that these measures are contributing to reducing vehicle emissions in Oxford for NO_x, PM and carbon dioxide (CO₂) across the city.

The report concludes that each of these measures have contributed to significant reductions in total emissions from buses in the city centre. However, recent trends in monitored pollution levels in central Oxford highlights that there is further work to do to achieve the air quality objectives

for NO₂ in some locations. Most traffic bearing streets in central Oxford still experience roadside pollution levels above objective levels both for annual mean and hourly mean objectives for NO₂, yet they meet objectives for PM, considered more harmful to health.

Table 2 Introduction of measures in the 2006 AQAP

Date	Measure introduced
April 2007	High Street Bus Gate Enforcement (up to 25% reductions in non-bus traffic)
July 2009	Transform Oxford, relocation of bus-stops from Queen Street
August 2009	20mph zones introduced
July 2010	First diesel electric hybrid buses introduced in Oxford
July 2011	Cross-operator ticketing introduced, reductions in bus numbers on key routes

Following the Transform Oxford programme, involving the removal of bus stops from Queen Street improved air quality has been seen in Queen Street and High Street. However, there has been increases in monitored roadside nitrogen dioxide pollution levels in St Aldate's which has been subject to some significant increases in bus movements. Thus we can see there may be trade-offs in relation to making improvements in some areas that can result in additional emissions in others, reflecting the conflicts between the priorities shown to different road users within a historical city centre.

In moving forward with a new air quality action plan in response to the city-wide AQMA we need to recognise that there is no single solution to local air quality problems and a range of measures will be required to reduce emissions across the city. In addition we need to recognise the link between air quality and climate change. This was highlighted in a 2010 DEFRA report that estimated "Optimising climate change policies for air pollution can yield additional benefits of some £24 billion (net present value) by 2050". Hence we need to focus on all emissions that contribute to local air pollution and climate impacts. However, policies that influence transport generated emissions are particularly significant due to their impact on local air quality and greenhouse gas emissions.

In order to be effective in taking an integrated approach, the AQAP is required to take a view on the situation across the whole of Oxford in relation to total transport generated emissions, their impact on not only air quality but climate impacts. This means we must continue to develop an integrated approach to the problem, following the last AQAP, building upon the strategies within the current Local Transport Plan (LTP3) for Oxfordshire, that are promoting the development of sustainable transport solutions.

3 Scope and Objectives of the AQAP

Oxford City Council has a duty under the Environment Act 1995 to “prepare a written plan in pursuit of the achievement of the air quality standards and objectives in the designated Air Quality Management Area (AQMA)”; i.e. to detail the Council’s proposals and actions to work towards the Government’s air quality objectives in respect of the pollutants of concern.

The scope of this document is therefore to set out proposals that seek to meet the air quality objectives within the city-wide AQMA defined in 2010.

3.1 Policy integration

The City Council recognises that the quality of the local environment is a vital ingredient in contributing to the quality of life for residents and visitors to the city. As such the Council has developed a 'Sustainability Strategy' that pulls together the Council's existing policies relating to sustainability and sets out a longer term framework to deal with these issues. A core theme of this strategy is sustainable transport and air quality.

Within the theme on transport and air quality the Council recognises the benefits of and the need for an integrated approach to managing climate change and air quality and has developed an integrated Low Emission Strategy (LES) to provide a framework for integrating all of the Council's activities to reduce carbon and air quality related emissions across the city. The LES covers all emission generating sectors in the city including transport, domestic and commercial activity.

The Air Quality Action Plan provides a focus for the delivery of air quality related transport measures in the city. There is also the Local Transport Plan (LTP) which is the key delivery mechanism for wider transport measures and is managed and delivered by the County Council as the highways authority.

The current LTP3 has two relevant core objectives:

- Objective 6 - to reduce carbon emissions from transport;
- Objective 7 - to “Improve air quality, reduce other environmental impacts and enhance the street environment”

Within these two objectives in the LTP the key actions being pursued are:

- Promoting mode shift to low carbon transport through travel planning, behavioural change programmes and investment in supporting infrastructure;
- Supporting the uptake of low and zero emission vehicles mainly through supporting the relevant infrastructure such as electric vehicle (EV) charging points;
- Reducing bus emissions including an anti-idling policy and the bus LEZ in central Oxford;
- Managing emissions from the County's on transport activities.

In addition to these two core objectives the LTP has an Oxford area strategy pulling together activities in Oxford. The strategy seeks to support Oxford’s Community Strategy with regards economic development and quality of life in the city. Within the Oxford Area strategy the key actions are:

- Park and ride and bus development - aiming to reduce car borne trips into and around the city;
- Improving rail services - to encourage greater rail access to the city by travellers;
- Traffic management schemes - to help reduce congestion and improve traffic flow;
- Walking and cycling strategies - improving the environment for walking and cycling, and encouraging greater use of these modes for travel to work and education;
- Reducing vehicles emissions - focused mainly on the bus LEZ, but also committing to exploring measures to reduce emissions from freight vehicles;
- Promoting travel choice - through travel planning and behavioural change programmes.

This range of policies and actions in the LTP supports the existing AQAP, provides the basis for measures in a new AQAP and contributes to the objective of reducing transport emissions.

Therefore moving forward with a new AQAP to cover the whole of Oxford we recommend that the AQAP is:

- an integrated air quality and low carbon transport plan for Oxford;
- adopted by both the City and County Councils;
- formally a part of the LTP Oxford area strategy;
- primarily delivered through the LTP with supporting policy and actions by the city.

As such the AQAP will provide a single focus on air quality and climate change with respect to transport developed and delivered jointly by the City and County Councils.

3.2 Key Themes

Taking this integrated approach the AQAP will provide a framework for pulling together existing activity at the City and County Councils for reducing transport emission, and developing new action, in order to meet air quality objectives across the city. Progress to date has focused on reducing bus emission and traffic management measures. Going forward the key themes of the AQAP to reduce emissions across the city will be:

1. A city-wide sustainable travel strategy - this is a commitment made in Oxford's Sustainability Strategy and builds on the work of the LTP. The focus will be on reducing car traffic through measures to promote and support mode shift to low emission transport modes including travel planning, behaviour change and investment in walking, cycling and public transport.
2. Support for the uptake of low and zero emission vehicles - building on the bus emission work and the LEZ. This will look at measures such as

EV infrastructure development to encourage the uptake of electric vehicles. This theme will also cover low emissions behaviours such as eco-driving and anti-idling policies.

3. Reducing freight emissions from Light Goods Vehicles and Heavy Goods Vehicles - which are the next biggest source of emissions in the central area after buses. This theme will consider the development of a freight LEZ and consolidation of freight activity in the city.
4. Planning for sustainable transport - new development provides a good opportunity to support sustainable transport both through the form of the development and new infrastructure. There is also the option of using the Community Infrastructure Levy (CIL) to support wider sustainable and low emission transport projects across the city.
5. Managing the Council's transport emissions - both the city and County Councils must lead by example by reducing emissions from their own transport activities with regards their own fleet vehicles, business travel and contracted transport services and deliveries.

These key themes are developed in more detail in section 4 below.

3.3 Objectives and Targets

Oxford City Council has a duty to “prepare a written plan in pursuit of the achievement of the air quality standards and objectives in the designated Air Quality Management Area (AQMA)”. In addition, as recognised in the city's Low Emission Strategy, there is significant added value in integrating actions to reduce air quality related emissions with those for reducing carbon emissions in order to mitigate climate change. Therefore the overall objective of the integrated air quality and low carbon transport plan for the whole of the Oxford City area is to:

"Pursue the achievement of air quality standards and objectives across the city, and reduce carbon emission from transport activity"

Top level targets

A top level target for CO₂ emissions, along with NO_x and PM emissions, has already been set within the Low Emission Strategy and reflects the city's Sustainability Strategy and the need to meet air quality objectives. These top level targets are based on emissions from surface transport across the city and are as follows:

- a 35% reduction in transport CO₂ emission from 2005 to 2020;
- a 50% reduction in transport NO_x and PM emissions from 2005 to 2020.

In addition to these emission-based targets we also propose a concentration – based air quality target for the AQAP in relation to the national air quality standards and objectives as follows:

- achieve mean NO₂ concentrations levels of 45 µg/m³ by 2020 and 40 µg/m³ by 2025.

Theme level targets

In addition to the top level targets for emissions and air quality we propose activity-based theme level indicators and targets against which to measure progress within each of the main themes. These targets, set out in the table 3 below, are consistent with those previously set for priority actions in the Low Emission Strategy and other City Council policies.

Table 3 Theme level targets

Theme	Indicator	Target
A city-wide sustainable travel strategy	Car vehicle-km measured on key routes into the city. (supporting indicators in bus patronage, and walking and cycling trips)	10% reduction in car vehicle-km by 2020
Support for the uptake of low and zero emission vehicles	% of EV's in the city's light duty fleet (based on DVLA data for vehicles registered in the city)	10% of light duty fleet in the city zero emission (electric) by 2020
Reducing freight emissions from Light Goods Vehicles and Heavy Goods Vehicles	Freight vehicle-km on key routes in the city.	10% reduction in freight vehicle-km in the city by 2020
Planning for sustainable transport	Estimated transport emissions from new developments	All significant new development to have zero net transport emissions contribution by 2020.
Managing the Council's transport emissions	Estimated CO ₂ and NO _x emission from the Council's own transport activities	An annual 5% reduction in CO ₂ and NO _x emissions

4 Action Plan Measures

The action plan will focus its effort across the five key themes identified above. The key measures being pursued under each of these themes are set out below.

4.1 A city-wide sustainable travel strategy

The City Council will work with the County Council and its partners across the city to reduce the level of car-based travel to and around the city. We will focus on supporting a shift to more sustainable and low emission modes of travel. Our core actions will be to:

- Support the County in the development and implementation of the *Oxford walking and cycling strategies* within the LTP.
- Support the *bus and park and ride strategies* within the LTP. In particular we will work with the County to promote low emission buses on the park and ride services, and the proposed 'rapid transit' service, and traffic management and routing measures to reduce bus emissions.
- Work with the County and our partners in Low Carbon Oxford to promote *travel plans* with all organisations across the city.
- Help co-ordinate the efforts of Oxford's Low Carbon Hub and the County's *travel information services* to support more sustainable travel choices by Oxford residents.

4.2 Support for the uptake of low and zero emission vehicles

Significant progress has already been made in developing measures to reduce emissions from buses. The development of the bus LEZ for central Oxford has encouraged operators to invest in new lower emissions buses including a number of hybrid electric buses. In addition the tendered bus services include vehicle emissions criteria and there is an anti-idling policy in operation. In moving forward with the new AQAP we will:

- 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.
- Develop *low emission and zero emission vehicles in our own fleet*, including the potential development of an electric vehicle car-pool for the Council.
- Promote the uptake of electric vehicles by working with our partners to install *electric vehicle recharging infrastructure*.
- Investigate the potential to offer *reduced parking fees or preferential parking for low emission vehicles*.
- Promote the development of *low and zero emission car clubs* schemes in the city.

- Work with our Low Carbon Oxford partners to introduce *low emission vehicle into their fleets*.
- 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.

4.3 Reducing freight emissions

The second biggest source of NOx emission in central Oxford after buses is freight traffic (Light Goods Vehicles and Heavy Goods Vehicles). So far little has been done to tackle emissions from this sector. Therefore we will work with the County to explore and develop options to reduce emissions from freight including:

- Assessment of the potential for expanding the bus-based *Low Emission Zone* to cover freight vehicles.
- Exploring the options available for *freight consolidation* 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.
- Work with the freight industry through the freight quality partnership to promote *Eco-driving and anti-idling policies* with operators in the city.
- 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.

4.4 Planning for sustainable transport

Land use planning has significant implications for transport emissions and the use of appropriate planning policies can support the development of sustainable transport options. Assessment of the transport implications of significant developments is required to demonstrate that net transport emissions will not increase as a result of the development. There are policies in place to try and reduce transport demand from these developments. However, we will seek to strengthen the use of the planning system to reduce transport emissions further as follows:

- 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.
- Support the development of voluntary *area-wide travel plans for existing developments* and communities through the neighbourhood planning process.

- Explore the potential for using the *Community Infrastructure Levy* to contribute to funding of wider sustainable transport measures.
- Ensure that *development infrastructure plans* adequately account for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points.
- Promote the development of *car clubs* within new developments and the community planning process.

In addition as a member of the Low Emission Strategies Partnership (LESP) we will promote the use of LESP developed tools for new developments such as the Low Emission Toolkit and the emerging Low Emission Assessment Method (LESAM) rating scheme.

4.5 Managing the Council's transport emissions

In working with businesses across the city the Council must lead by example and take a proactive approach to managing emissions from its own transport activities. We have already been active in the area with an award winning programme on eco-driver training, the use of 30% biodiesel in our fleet vehicles and the trialling of other low emission vehicle technologies. In further working to reduce our own emissions we will:

- Develop a *low emission vehicle technology hierarchy* to guide the procurement of low emission vehicles within our fleet.
- Continue to assess our fleet operations in terms of *mileage management and efficient routing* of vehicle movements.
- Maintain and develop our *staff travel plan* and complement this with *Delivery and Servicing Plans* for key Council sites.
- Further develop options for *eco-driving* with our staff.
- Set *vehicle emission standards and targets within our procurement contracts* for the transport element of goods and services.

5 Monitoring and Assessment

The key to the success of the Air Quality Action Plan will be the ability to monitor and report the progress of measures and assess their impact. This will allow the AQAP to be developed and ensure transparency and accountability.

5.1 The integrated emissions database

The City Council has commissioned an integrated emissions database to allow the tracking of actions and impacts of its Low Emission Strategy. This database also provides the mechanism to track actions within the Air Quality Action Plan as the main delivery mechanism for transport measures within the LES. The database tracks three types of data:

1. **Measure data** - this is information describing each of the measures in the LES and AQAP. It will include the name of the measure, the indicator used to track the measure and who is responsible for the measure.
2. **Activity data** - this is the direct activity that a measure will influence for example reducing vehicle-kms or increasing the number of electric vehicles in the city. Any measure may have one or more activity data sets associated with it to track its progress.
3. **Emissions data** - this is actual emissions data in terms of CO₂, NO_x or PM emissions that are being collected and which the AQAP will influence.

The activity data should provide the link between the measure and its emissions impact. For example a reduction in car vkm can be used to estimate an emissions impact. These data sets and the relationships between them are illustrated in figure 6 below:

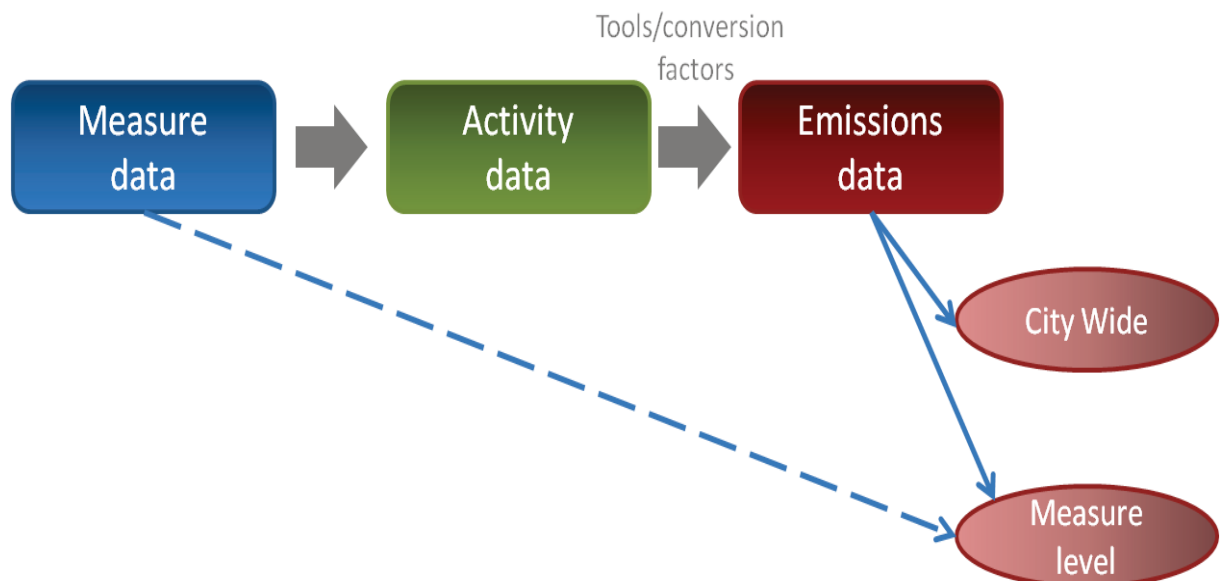


Figure 6 Data sets and their relationship in the integrated emissions database

The database will then provide the base information for monitoring and reporting progress of measures with the AQAP.

5.2 Modelling and assessment of transport emissions

The integrated database described above will allow the collection and tracking of information on individual measures. It will also hold available emissions information to track the emissions targets set within the AQAP. Since the AQAP covers the whole city the emissions indicators and targets are set at the city level. At present the data available at the city level to track the top level targets for CO₂ and NO_x are as follows:

- City level CO₂ data – this is available from DECC's regional CO₂ statistics and gives a city level estimate of CO₂ emissions from transport as a whole for the city.
- City level NO_x data – is available for the city from the National Atmospheric Emissions Inventory (NAEI) 1km X 1km grid data for Oxford, again giving a total figure for transport.

However, both these datasets do not disaggregate by vehicle type (car, van, HGV, etc.) and they do not necessarily account of all the available local data. These estimates can potentially be improved and provided at a more disaggregated level by using local data on road speeds, vehicle fleet composition and traffic data where it is available. This would require the development of a simplified emission inventory using aggregate data for background transport emissions and adding key zones or road networks where local data existed. This approach has been used by Devon¹ and the East of England Development Agency².

Such a tool would be considerably simpler than a full emissions inventory used for pollution forecasting. It would be designed to take a simple set of traffic and fleet data each year in order to be updated and so allow annual tracking of city level emissions. Annual updating of a full emissions inventory is possible but would take a considerable amount of effort each year.

In addition to providing a simple method for tracking city wide emissions data this approach also provides a tool for simple assessment of emission reduction measures at the city level. Hence this tool could be used to screen measures and schemes to get an initial assessment of their impact.

Therefore as part of our monitoring and assessment work it is our intention to *develop a simplified transport and emissions tool for the city* which can be updated annually and used to report against our top level emissions target. It will also be used to provide disaggregated data by vehicle class and key area of the city (e.g. city centre). In addition the tool will be used to help assess and develop measures within the action plan.

¹ 'Exeter and the Far South West DaSTS Carbon Study: Evidence base report', CEE, University of Exeter, 2010 and 'Carbon Modelling of Potential Round 3 Local Transport Measures', CEE, University of Exeter, 2010.

² 'East of England Transport and Carbon Study', Atkins, 2009

5.3 Air quality monitoring

The action plan needs to demonstrate progress towards achieving the national air quality objectives and standards. Therefore the city wide emissions targets are complemented with a pollution concentration target for the city centre. It is proposed that this target is related specifically to monitored data from the Council's automatic monitoring site on St Aldate's street.

In addition to the St Aldate's site there are a further two automatic monitoring stations in the city at High Street and St Ebbe's (a background site) and some 45 diffusion tube sites. Data from these sites will complement the specific indicator of concentration levels at the St Aldate's site.

Pollution concentration data have been collected in the city for many years as part of the required review and assessment process under the Local Air Quality Management regime. The diffusion tube sites are located in key areas of the AQMA to monitor compliance with the NO₂ objectives across the wider AQMA. A map showing the location of the diffusion tube sites is given figure 7 below.

As part of our monitoring and assessment work *we will review the extent and location of our monitoring sites to ensure that they are appropriate* for extent and scale of our AQMA, are fit for purpose and meet best practice approaches in line with other Councils and cities in the UK. To ensure this we intend to carry out a bench marking exercise against other similar authorities across the country. We will also consider the extent to which this information is communicated to Oxford residents and wider stakeholders.

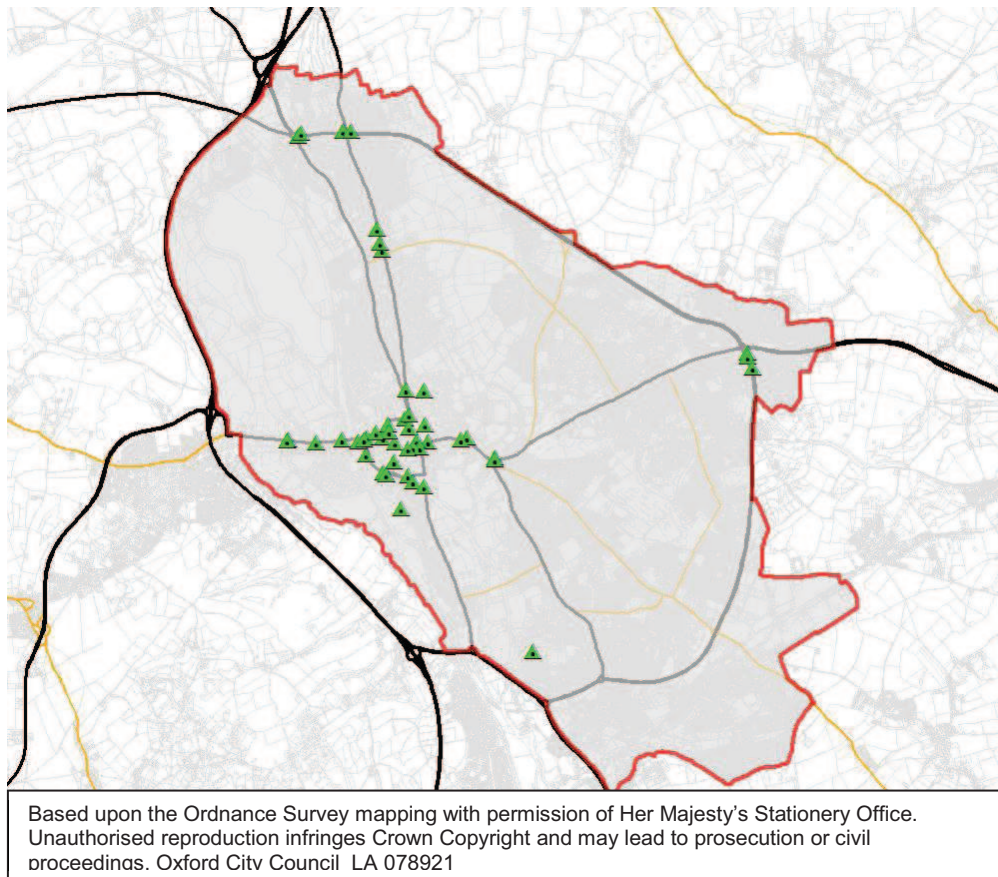


Figure 7 Diffusion tube sites within the city boundary 2011-12

5.4 Partnership working

The success of the action plan will depend on close working relationships with our delivery partners in particular the County Council. We also recognise that other authorities will be working with the County Council through the LTP to deliver air quality solutions. We believe that there would be significant added value in working more closely together on:

- Assessing the potential of transport measures to reduce emissions across AQMAs in Oxfordshire.
- Developing tools and resources in a co-operative manner in order to monitor and assess air quality in a more efficient way.
- Potentially pooling resources for the monitoring and communication of air quality information.

As such we will seek to develop a *sub-regional approach to air quality monitoring and action planning*, working closely with our County and District colleagues. We will also consider the benefit of including wider stakeholders such as transport providers, public health organisations and research and consulting expertise.

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5.5 Reporting

Progress reporting of the AQAP will be carried out annually as required under the LAQM regime. The reporting will cover:

- top level emissions and concentrations indicators and targets, and associated data;
- theme level targets and associated data; and
- progress on measures within each of the themes.

The reporting will use the monitoring data as set out above and collated through the integrated emissions database.

It is also recognised that there will be related reporting for the programmes and policies that are delivering AQAP measures such as LTP and LES reporting. Where possible and appropriate we will consolidate this reporting effort. The use of the integrated emissions database will support the consolidation of this reporting effort as the data will be held in one place and accessible to all.

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Risk ID	Risk					Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts Only)
Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Risk Consequence	Date raised	1	2	3	4	5	6			
CEB - 001-ED	Council Reputation	T	Customer or stakeholder dissatisfied with scope/objectives of Low Emission Strategy.	Poor planning/poor consultation.	Damage to City Council standing. Need for revisions to Strategy.		4	3	3	2	3	2	3	RP	23/05/2013
CEB -002-ED	Council Reputation	T	Customer or stakeholder dissatisfaction with delivery of Low Emission Strategy / related action plans	Poor planning/poor consultation.	Damage to City Council standing. Need for revisions to Strategy.		4	3	3	2	3	2	3	RP	23/05/2013
CEB -003-ED	Council Reputation	T	Failure to achieve targets /objectives set out in the Low Emission Strategy/ AQAP	Poor planning. Weak corporate functioning	Damage to City Council standing. Need for corrective action.		4	3	3	2	3	2	3	RP	23/05/2013
CEB -004-ED	Regulators Requirements	T	The LES/AQAP fails to achieve compliance with regulators requirements	Poor planning / inadequate delivery	Intervention / penalty by regulator. Unbudgeted cost of corrective action. Reputational damage.		5	3	2	2	2	2	2	RP	23/05/2013
CEB -005-ED	Financial savings	T	Introduction of new savings that threaten delivery of the Low Emission Strategy AQAP	Future unforeseen budgetary cuts.	Impaired delivery of Low Emission Strategy. Failure to achieve targets / objectives. Reputational damage.		4	3	3	3	2	3	2	RP	23/05/2013

Risk ID	Risk Title	Action Owner	Accept, Contingency, Transfer, Reduce or Avoid	Details of Action	Key Milestone	Milestone Delivery Date	%Action Complete	Date Reviewed

Initial screening EqIA template

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The Low Emission Strategy and Air Quality Action Plan essentially contain strategic ambitions in the area of programmes to promote sustainability by reducing emissions that may impact on air quality and climate change. As such, both policy documents are not introducing specific work programmes but will be instrumental in promoting further work in these areas.

There are likely to be future programmes that involve improvements to the rented property sector which could result in disabled or BME groups who could be at a financial disadvantage as a result of Landlords / Property owners passing on costs of upgrading home insulation etc to vulnerable tenants.

These matters can be addressed when specific programmes are being proposed.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

No proposed changes

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

No further consultations proposed at this stage.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

No formal adverse impacts resulting from strategic policy documents. Adverse impacts should be considered at programme inception stage.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

No proposed changes

Lead officer responsible for signing off the EqIA: Roger Pitman

Role: Environmental Policy Officer

Date: 24th May 2013

1 Please rate these aspects of the central Oxford environment as they are now?

Please select all of the options.

	Very Good	Satisfactory	Moderate	Poor	Very Poor	Don't Know
Air Quality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Levels of road traffic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public transport provision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space for walking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Space for cycling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please enter any additional comments

Answer

2 What do you think about the quality of the environment in central Oxford over the last 5 years?

Please select all of the options.

	Significantly improved	Somewhat improved	No change	Become worse	Become much worse	Don't know
Air Quality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Levels of road traffic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please enter any additional comments

Answer

3 How important is good air quality in relation to the following issues?

Please select all of the options.

	Very important	Important	Low Importance	Not Important	Don't Know
Health issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attracting business and jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect nature and the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make the city a good place to live and work in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter any additional comments

Answer

4 How the environment in Oxford is managed

4a Do you feel you have enough information on air quality (and the environment) in Oxford?

(select one answer)

Please select one option.

I'm very well informed

I'm well informed

I'm not well informed

I'm not informed at all

Don't know

Please enter any additional comments

Answer

4 How the environment in Oxford is managed

4b Are you aware of any local programmes introduced to improve air quality since the last action plan in 2006?

Please select one option.

I'm aware of several programmes

I'm aware of a single programme

I'm not aware of any programmes

Don't know

Please enter any additional comments

Answer

4 How the environment in Oxford is managed

4c. How much impact do you think each of the following emissions has on local air quality?

Please select all of the options.

	Large impact	Moderate impact	Little impact	No impact	Don't know
International transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter any additional comments

Answer

4 How the environment in Oxford is managed

4d Do you think that environmental policies (e.g. reducing air pollution, providing sustainable transport,urban planning) are properly co-ordinated at local level?

Please select one option.

Always

Sometimes

Rarely

Never

Don't know

Please enter any additional comments

Answer

4 How the environment in Oxford is managed

4e This AQAP describes an integrated strategy that considers the combined impact of transport emissions on air quality and climate. (The previous AQAP only considered impacts on air quality).

Please consider the following :

Please select zero or more options.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Do you support the idea of an integrated strategy to address air quality and climate issues together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 How the environment in Oxford is managed

4 How the environment in Oxford is managed

4f In your opinion do the following groups do enough to promote good air quality in Oxford?

Please select zero or more options.

	Doing too much	Doing the right amount	Not doing enough	Don't know
Vehicle manufacturers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Private vehicle operators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Transport operators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Householders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Local Government - Environmental Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Government	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Local Government - Transport Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Energy producers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial vehicle operators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 Measures that contribute to reducing emissions

In order to improve air quality further in Oxford, total vehicle emissions have to be reduced by various transport measures. Please rank the importance of the following.

Please select zero or more options.

	Very important	Important	Low Importance	Not Important	Don't know
Promote low emission car clubs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Promote the uptake of Low Emission Vehicles by developing local electric vehicle charging network	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Promote alternative means of travel (walking, cycling, car-sharing)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Co-ordination between County Council and districts to deliver a sustainable transport strategy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Develop Intelligent transport systems for congestion control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Limiting access to city centre to cleaner vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewing parking charges to promote cleaner vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further restricting traffic access to the city centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop measures to reduce the impact of freight and delivery vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve public transport service (frequency,info,ticketing,location of bus-stops)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter any additional comments

Answer

6 What I can do

What would you be prepared to do to help improve air quality by reducing your personal transport emissions?

Please select zero or more options.

	I already do this	I would definately do this	Maybe I would do this	I would not do this	Don't know
Buy / operate a Low Emission vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prioritise my activities to reduce my transport energy use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use public transport for most journeys to/from, the city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk/ cycle for most journeys in/out of the city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join a car club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Not use a car in the city centre during office hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift share to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use public transport for most journeys within the city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter any additional comments

Answer

7 Travel alternatives

What would make you consider taking alternatives to using a private vehicle for travel into and within Oxford?

Please select zero or more options.

- Availability of travel plan co-ordinators
- Availability of car clubs
- Availability of cycle lanes
- Improved public transport services
- Availability of cycle hire
- Promotion of safe walking routes
- Improved security for cycle parking
- Better information on alternatives
- Public change facilities for cyclists
- Availability of Electric vehicle charging points

Financial incentives /penalties

Please enter any additional comments

Answer

8 Information about you. (The following will help us analyse the answers)

Please select one option.

Male

Female

8 Information about you. Age

Please select one option.

0-14

15-24

25-44

45-64

Over65

8 Information about you: Where you live

Please select one option.

I am a permanent resident of Oxford

I am a temporary resident in Oxford (inc students)

I am a resident in Oxfordshire (not Oxford City)

I am a resident outside of Oxfordshire

Please give the first 3 or 4 characters of your postcode (e.g OX15)

Answer

8 Information about you: Your work status

Please select one option.

I am in full time paid employment

I am in part time paid employment

I live/work at home

I am not in paid employment

I am a full time student

I am a part time student

Please enter any additional comments

Answer

8 Information about you: Where you work or study

Please select one option.

I work in Oxford (City)

I work in Oxfordshire

I work outside of Oxfordshire

Please enter any additional comments

Answer

8 Information about you: Use of Transport

I use Public Transport in Oxford (journeys starting or ending in Oxford)

Please select one option.

No more than twice a week

2-4 times a week

At least 5 times a week

Please enter any additional comments

Answer

8 Information about you: Use of Transport

Your main mode of transport for normal weekday travel (please select all that apply)

Please select zero or more options.

Car

Car-share

Car passenger

Park & Ride

Train

Bus

Coach

Walk

Cycle

Other

Please enter any additional comments

Answer

8 Information about you: Transport - Mileage travelled

My regular weekday travel, involves a journey of the following mileage (single journey)

Please select one option.

Less than 2

2 to 5

6 to 10

11 to 20

21 to 50

51 to 100

8 Information about you: Transport - Motor vehicle use

I use a motor vehicle (motorcycle, car, van, or lorry) for travel through or into Oxford

Please select one option.

Daily (at least 5 times a week)

2 to 5 times a week

No more than twice a week

No more than 4 times a month

Not at all

8 Information about you: Transport Preference

I do not use public transport because

Please select zero or more options.

I am unable to use public transport

I prefer private transport

It's cheaper to use private transport

I need private transport for work

There is no accessible public transport where I live

None of these

Please enter any additional comments

Answer

8 Information about you: Public Transport opinion

I would consider using public transport into or within Oxford more often if it was:

Please select zero or more options.

More accessible

More comfortable

More frequent service

Safer

Cheaper than using my vehicle

More reliable

Other

Please enter any additional comments

Answer

8 Information about you: Transport - Today's Journey

My journey today

Please select one option.

Represents my normal daily travel

Is not representative of my daily travel

Did you travel into or within Oxford today?

Answer

SCRUTINY COMMITTEE

Tuesday 4 June 2013

COUNCILLORS PRESENT: Councillors Abbasi, Altaf-Khan, Coulter, Fry, Mills, Paule, Sanders, Simmons, Smith and Fooks (ex-officio).

OFFICERS PRESENT: Pat Jones (Principal Scrutiny Officer), Lois Stock (Democratic and Electoral Services Officer), Helen Bishop (Head of Customer Services), Richard Hawkes (Corporate Asset Manager), Nigel Kennedy (Head of Finance), Jane Lubbock (Head of Business Improvement and Technology) and Paul Wilding (Customer Services)

1. ELECTION OF CHAIR FOR THE COUNCIL YEAR 2013/14

Resolved to elect Councillor Mark Mills as Chair of the Scrutiny Committee for the Council Year 2013/104.

2. ELECTION OF VICE CHAIR FOR THE COUNCIL YEAR 2013/14

Resolved to elect Councillor Gill Sanders as Vice Chair of the Scrutiny Committee for the Council Year 2013/104

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Darke and Councillor Campbell (Councillor Fooks substituted)

4. DECLARATIONS OF INTEREST

None

5. SCRUTINY WORKING ARRANGEMENTS AND PREPARATION FOR THE 2013-14 WORK PROGRAMME

The Head of Law and Governance submitted a report (previously circulated, now appended) concerning scrutiny arrangements for 2013/14. Pat Jones, Principal Scrutiny Officer presented the report to the Committee and provided some background and context.

The following points/observations were made by the Committee:-

- Discussion around the autonomy of panels – some members felt they could be completely autonomous, whilst others believed they should report their recommendations back to the Committee. It was pointed out that, owing to the timing of meetings, panels may not have time to report back before recommendations went on to CEB;

- Any recommendations from panels would be circulated to members, as at present;
- Panels would be scoped at the Committee, and panel meetings would be open to the public (unless during the course of its work something emerged that necessitated the closure of the panel to the public);
- Political balance on panels was desirable, however there was broad support for panel membership as outlined in paragraph 7 of the report;
- Members of the public could be invited/co-opted onto panels as and when necessary;
- The Committee could invite anyone to speak – expert witnesses, members of the public, fellow Councillors, etc;
- The current co-optee to the Housing Panel will be invited to join the Committee as a co-optee, unless a Housing Panel is established; in which case she will sit on that;
- The choice of items for review will be guided by a scoring system outlined in paragraph 15 of the report. Items should have 3 positive attributes, however, the scores will be for guidance and should not limit the choice of review topic;

Considering the unfinished reviews from the last Council year, the Committee decided the following:-

Covered Market Strategy and Leasing Strategy – to continue, Councillor Campbell as Lead Member, aim to complete by October.

Recycling Rates review - to continue, Councillor Fry as Lead Member, panel to be asked to tighten their focus; aim to complete by September.

Enfranchisement and Empowerment - to continue, Councillor Darke to be Lead Member, aim to finish by September/October;

Educational attainment at Primary level – to continue, Councillors Coulter and Paule can replace Councillors Clack and Kennedy if the latter do not feel able to continue;

Helping the High Street – discontinue, issues to date to be passed to the relevant Board Member. This item will be placed in the work programme as the Committee was keen that it should not be lost altogether;

Mutual exchanges between Council Tenants – to continue as per the report.

Having taken all information into account, **and taking into account those issues shown above**, the Committee RESOLVED:-

- (1) To agree the outline operating arrangements for scrutiny as shown in Table 1 of the report;

- (2) To agree the starting point for the selection and membership of Panels as outlined in paragraph 7 of the report;
- (3) To agree to appoint Lead members from the Scrutiny Committee as outlined in paragraph 8 of the report;
- (4) To agree how to place the current co-optee within the structure as outlined in paragraph 11 of the report;
- (5) To agree the framework for the work programme as outlined in paragraph 14 of the report;
- (6) To agree the outline scoring system for the selection of Panel topics as outlined in paragraph 15, noting that this would guide decisions;
- (7) To agree to take forward those Panels listed above.

6. FORWARD PLAN

The Forward Plan for June to September 2013 was submitted. Pat Jones introduced this item and provided some background to it.

The following items were chosen for the next meeting:-

- End of Year Reporting – Fusion Contract 2012/13;
- Low Emission Strategy and Air Quality Action Plan;
- Youth Ambition Strategy; - Consultation Outcome;
- Housing Strategy Action Plan – Periodic Review.

The Committee expressed a wish to see the Oxpens Masterplan at a future meeting, when the outcome of the consultation was known.

7. DISCRETIONARY HOUSING PAYMENTS

The Head of Customer Services submitted a report (previously circulated, now appended). Susan Brown (Board Member for Customer Services) and Paul Wilding (Revenues and Benefits Programme Manager) attended the meeting to present the report and answer questions from the Committee.

Paul Wilding introduced the report and provided some background and context.

The Committee believed that the proposals were sensible, but it raised the following issues:-

Nature of Discretionary Housing Payments (DHPs)

The Committee felt that the current and potential loss of benefits to claimants in Oxford would cause hardship. The use of DHPs was to be welcomed, but it was not a long term solution. Examples were given of claimants who were not clear that the DHP was temporary, and that it was intended to assist them whilst they sought a long term solution to their financial situation.

It was noted that the Council was trying to make this clear to claimants, but the Committee would welcome a campaign of advice to claimants generally; and in particular those in receipt of DHP so that they were clear about the nature of it. Indeed, the Committee would welcome a more broadly based campaign to encourage everyone entitled to claim benefit now to do so.

Impact of future Welfare Reform

The Committee felt that the changes that were coming were the “tip of the iceberg” that would result in more acute need in the Oxford population. It was noted that some older people were protected from Welfare Reform, but they should consider if they needed to take action now to protect their entitlement for the future. An example was given of a couple with an age difference of perhaps 10 years. Entitlement to retirement benefits was to be focussed on the younger partner, not the older, and this could result in significant loss of income for couples with large or even modest age differences.

Other issues

The Committee felt that the DHP Policy should be kept under review, and that future consideration might be given to “topping up” the DHP fund from other sources. To enable the Committee to consider this in future, it would welcome regular advice on the progress of the DHP fund, perhaps on a quarterly basis.

Recommendations to City Executive Board

The Committee made the following recommendations to CEB:-

- (1) To organise a general campaign of clear advice through as many agencies, partnerships and offices as possible, making it clear the temporary nature of Discretionary Housing Payments (DHP), and the requirement to engage in more sustainable solutions;
- (2) To extend current outreach work to include benefit take-up to maximise benefits to current and potential claimants;
- (3) To keep the DHP Policy under review, and in particular to revisit it once regulations on further Welfare Reform are clear;
- (4) For the Scrutiny Committee to be included in the monitoring arrangements for this policy in both financial and outcome terms.

8. END OF YEAR INTEGRATED REPORT 2012 - 2013

The Head of Finance and the Head of Business Improvement and Technology submitted a report (previously circulated, now appended). Nigel Kennedy (Head of Finance) and Jane Lubbock (Head of Business Improvement and Technology) attended the meeting to introduce the report and provide some background and context to it. (Councillor Ed Turner sent apologies for not being able to attend the meeting.)

The Committee highlighted the following issues:-

- There seems to be a large underspend going into the Westgate Development reserve, and the Committee would like further information on this;
- It was noted that the Council had achieved the Decent Homes Standard, and that the Stock Condition Survey would further update this;
- The Committee would welcome more information on unspent budgets generally;
- It was observed that there were a number of service areas with budgetary problems, for example HR and Facilities and Law and Governance. It was explained that Facilities intended to employ a commercial manager in order to maximise income opportunities for the Town Hall, and that Law and Governance was also responsible for emergency planning, and had encountered problems with the budget for flooding;
- A question was asked about the possibility of surplus budgets being used to alleviate pressures on Discretionary Housing Payments, and about the use of the HRA to help with homelessness issues.

The Committee felt that this was an important report, and that it would like to include the following issues within its work programme:-

- Organisational Development and Corporate Services – performance and issues;
- Fee income targets;
- House building targets;
- Perception of anti-social behaviour;
- Satisfaction with neighbourhoods;
- How the Council can meet efficiency targets in future.

Resolved to note the report and include highlighted issues in its work programme.

9. CORPORATE DEBT MANAGEMENT POLICY

The Head of Finance submitted a report (previously circulated, now appended). Nigel Kennedy (Head of Finance) attended the meeting to present the report and provide some background and context.

In answer to a question about debt collection, Nigel Kennedy explained that debt collection agencies acting for the Council had to adhere to guidelines laid down by the Council in its contract with them. The Committee asked to see a copy of these guidelines, which would be circulated in due course.

Nigel Kennedy also explained that the Council did not charge an administration fee for payment by debit card, but that it charged 1.5% for payment by credit card.

Resolved to note the report.

10. APPOINTMENT OF MAIN CONTRACTOR FOR THE AFFORDABLE HOMES PROGRAMME - 2015

The Regeneration and Major Projects Manager submitted a report (previously circulated, now appended). Richard Hawkes (Corporate Asset Manager) attended the meeting to present the report to the Committee and provide some background to it.

The Committee raised the following issues:-

- It was noted that the new properties have been designed to meet Level 4 of the Code for Sustainable Homes, but would it be possible to increase that? There was some question about the requirement in the Council's planning policy – that this required Level 5 of the Code – and Richard Hawkes undertook to check this and inform the Committee;
- The Committee noted that it would not be possible to protect the new homes from "Right to Buy" legislation, but that building costs could be recouped should this right be exercised in the future. This would be actual building costs, as incurred over a 7 year period.

Resolved to note the report.

11. DATES AND TIMES OF FUTURE MEETINGS

Resolved to:

- (1) Note the dates as listed, with one change – the September meeting will be held on 5th September (as opposed to 3rd);
- (2) Agree the start time of meetings will remain at 6pm.

12. MATTERS EXEMPT FROM PUBLICATION

Resolved to note the exempt from publication annexe to item 10 – Appointment of Main Contractor for the Affordable Homes Programme 2015.

13. APPOINTMENT OF MAIN CONTRACTOR FOR THE AFFORDABLE HOMES PROGRAMME - 2015

Resolved to note the exempt from publication appendix to the main report.

The meeting started at 6.00 pm and ended at 8.10 pm

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