

Agenda

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Scrutiny Committee

Date: **Monday 2 November 2015**

Time: **6.15 pm**

Place: **The Old Library, Town Hall**

For any further information please contact:

Catherine Phythian, Committee Services Officer

Telephone: 01865 252402

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Scrutiny Committee

Membership

Chair	Councillor Craig Simmons
	Councillor Tom Hayes
	Councillor Van Coulter
	Councillor Roy Darke
	Councillor James Fry
	Councillor Andrew Gant
	Councillor Sam Hollick
	Councillor David Henwood
	Councillor Ben Lloyd-Shogbesan
	Councillor Linda Smith
	Councillor Sian Taylor
	Councillor Louise Upton

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

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AGENDA

	Pages	
1	APOLOGIES FOR ABSENCE	
2	DECLARATIONS OF INTEREST	
3	CALL IN: CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)	11 - 82

Contact Officer: Richard Adams, Service Manager Environmental Protection
Tel 01865 252283, radams@oxford.gov.uk

Background Information
<p>The City Executive Board approved the introduction of a City Centre Public Space Protection Order at its meeting on 15 October 2015.</p> <p>The proposals for a City Centre Public Space Protection Order were considered at these previous meetings:</p> <ul style="list-style-type: none">• 11 October 2015 – City Executive Board• 6 October 2015 – Scrutiny Committee• 5 October 2015 – PSPO Scrutiny Panel• 11 June 2015 – City Executive Board (deferred)• 2 June 2015 - Scrutiny Committee
Why is it on the agenda?
<p>The CEB decision to approve the introduction of a City Centre Public Space Protection Order was called-in by the Chair of the Scrutiny Committee on 19 October 2015 for the following reason:</p> <p style="padding-left: 40px;">“Although the Scrutiny Committee have already considered the issue in detail they did not have the benefit of the later information from the University of Oxford or Liberty”.</p> <p>The Scrutiny Committee is required to review the City Executive Board decision in light of these new representations. The Scrutiny Committee, on a majority, can decide to:</p> <ol style="list-style-type: none">1. support the decision, which can then be acted on immediately; or2. send the decision back with its comments to the City Executive Board who will then take a final decision.
Who has been invited to comment?
<p>The following representatives from the University of Oxford and Liberty have been invited to attend to present their views:</p> <ul style="list-style-type: none">• Andrew Mackie, Director of Legal Services and General Counsel, University of Oxford• Rosie Brighouse, Legal Officer, Liberty – apologies received

The following will attend to answer the Committee's questions:

- Councillor Dee Sinclair, Executive Board Member for Crime, Community Safety and Licensing
- Richard Adams, Service Manager Environmental Protection
- Jeremy Thomas, Head of Law and Governance

Speaking on agenda items

Any member of the public and any councillor who is not a member of the committee can speak on an agenda item if the Chair agrees. The Chair will decide how long they can speak for.

What information is available?

The following documents have been submitted to inform the discussion:

1. A new report from the Head of Community Services which describes the consultation process and includes the consultation letter and email sent to landowners
2. The email from the Director of Legal Services and General Counsel, University of Oxford
3. Draft PSPO - updated following City Executive Board on 15 October 2015
4. City Executive Board report – 15 October 2015
5. City Executive Board supplementary report – 15 October 2015 - which addresses the representations from Liberty in the letter of 9 October 2015
6. Extract from the draft minutes extract of the City Executive Board on 15 October 2015

4 DISCRETIONARY HOUSING PAYMENTS

Contact Officer: Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

Background Information

The Scrutiny Committee pre-scrutinised the Council's revised Discretionary Housing Payments (DHP) policy on 2 March. The Committee supported the Policy and agreed to monitor spend during the year.

Why is it on the agenda?

This report has been provided for the Scrutiny Committee to monitor the Council's mid-year expenditure on Discretionary Housing Payments.

Report to follow.

Who has been invited to comment?

Cllr Susan Brown, Executive Board Member Customer and Corporate Services, and Paul Wilding, Revenue and Benefits Programme Manager, will attend to present the report and answer the Committee's questions.

5 PLANNING - ANNUAL MONITORING REPORT (AMR)

83 - 162

Contact Officer: Rebekah Knight Tel 01865 252612, rknight@oxford.gov.uk

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the report at its meeting on 12 November 2015. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The following will attend to present the report and answer the Committee's questions. <ul style="list-style-type: none">• Cllr Hollingsworth, Executive Board Member Planning Transport and Regulatory Services• Mark Jaggard, Spatial and Economic Development Manager• Rebekah Knight, Planner

6 EQUALITY AND DIVERSITY REVIEW - SCOPE

The Chair of the Equality and Diversity Review Group will update the Committee on the scoping meeting held on 26 October 2015.

The Committee is asked to APPROVE the scope of the 'Equality and Diversity' Review Group.

Report to follow.

7 UPDATES SINCE THE LAST MEETING

For scrutiny members to update the Committee on any developments since the last meeting.

The Chair of the Guest Houses Review Group may wish to update the Committee on the progress of that review.

The Chair of the Finance Standing Panel may wish to update the Committee on the Finance Panel meeting held on 29 October 2015.

The next Finance Standing Panel is scheduled for 28 January 2016. The Panel will be meeting several times as the Budget Review Group during December and January.

The next Housing Standing Panel is scheduled for 10 December 2015.

8 WORK PROGRAMME AND FORWARD PLAN

163 - 194

Contact Officer: Andrew Brown, Scrutiny Officer
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information
The Scrutiny Committee operates within a work programme which has been set for the 2015/16 council year. This programme will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
<p>The Scrutiny Committee is asked to review and note its work programme for the 2015/16 council year.</p> <p>Four items that the Committee has previously requested to pre-scrutinise are expected to come to the December meeting. This is more than the maximum number of three that can normally be considered at one meeting.</p> <p>If there are additional items the Committee would like to pre-scrutinise in December, these should replace items already agreed, and be based on the following criteria:</p> <ul style="list-style-type: none">• Is the issue controversial / of significant public interest?• Is it an area of high expenditure?• Is it an essential service / corporate priority?• Can Scrutiny influence and add value?
Who has been invited to comment?
The Chair will introduce the work programme. Pat Jones, Committee and Member Services Manager, can advise the Committee in its decision making.

9 REPORT BACK ON RECOMMENDATIONS

195 - 228

Contact Officer: Andrew Brown, Scrutiny Officer
Tel 01865 252230, abrown2@oxford.gov.uk

Background Information
The Committee and Standing Panels make a number of recommendations to the City Executive Board, which is obliged to respond in writing.
Why is it on the agenda?
<p>This item allows Committee to note the results of scrutiny recommendations made within the last 3 months.</p> <p>Since the last meeting the following items have resulted in recommendations to the City Executive Board:</p> <ul style="list-style-type: none">• Arrangements for Fitting Solar Panels on Council-owned

<p>Housing Stock</p> <ul style="list-style-type: none"> • Additional Licensing for HMOs • City Centre Public Spaces Protection Order • Financial Inclusion Strategy – Action Plan Update • Proposed Lease and Monitoring Arrangements for Community Centres <p>The City Executive Board has also responded in writing to the recommendations of the Inequality Panel, which were approved by the Scrutiny Committee in June 2015.</p>
Who has been invited to comment?
The Chair will present this report.

10 MINUTES

229 - 238

Minutes from 6 October 2015

Recommendation: That the minutes of the meeting held on 6 October 2015 be APPROVED as a true and accurate record.

11 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

9 December 2015 – Wednesday
12 January 2016
2 February 2016
7 March 2016
5 April 2016

All meetings being at 6.15 pm.

DECLARING INTERESTS

General duty

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

What is a disclosable pecuniary interest?

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

Declaring an interest

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

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

Members' Code of Conduct and public perception

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

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

To: Scrutiny Committee
Date: 2 November 2015
Report of: Head of Community Services

Title of Report: City Centre Public Spaces Protection Order

Summary

Purpose of report: Describe the consultation process of the City Centre Public Spaces Protection Order

Key decision: No

Executive lead member: Councillor Dee Sinclair, Board Member for Crime and Community Response

Recommendations: That the information requested is noted.

Appendices

Appendix 1: Letter to 3,000 owners and occupiers of land within the PSPO area.

Appendix 2: Email to college bursars

Background

1. The Scrutiny Committee requested a report on the consultation process that took place to seek the views of those who might be affected by the City Centre Public Spaces Protection Order (PSPO).

Introduction

2. Part IV of the Anti-social Behaviour, Crime and Policing Act 2014 sets out the legislative requirements of introducing a Public Spaces Protection Order. Section 72 (3) describes the consultation requirements as being:
 - (3) "A local authority must carry out the necessary consultation and the necessary publicity, and the necessary notification (if any), before—
 - (a) making a public spaces protection order, .
 - (b) extending the period for which a public spaces protection order has effect, or .
 - (c) varying or discharging a public spaces protection order. .

(4) In subsection (3)—

“the necessary consultation” means consulting with—

(a) the chief officer of police, and the local policing body, for the police area that includes the restricted area;

(b) whatever community representatives the local authority thinks it appropriate to consult;

(c) the owner or occupier of land within the restricted area;

“the necessary publicity” means—

(a) in the case of a proposed order or variation, publishing the text of it;

(b) in the case of a proposed extension or discharge, publicising the proposal;

“the necessary notification” means notifying the following authorities of the proposed order, extension, variation or discharge—

(a) the parish council or community council (if any) for the area that includes the restricted area;

(b) in the case of a public spaces protection order made or to be made by a district council in England, the county council (if any) for the area that includes the restricted area.

3. There are over 3,000 owners and occupiers of land in the area, thousands of visitors and employees. It was agreed that the best way to elicit views from those affected by the Order was an on-line survey, supported by local press coverage and detailed information on the Order on our website.

Consultation process

4. In response to Member’s requests to tackle some of the problematic issues identified within the city centre, the Environmental Protection Service Manager attended a Directorate Commissioning Meeting on 5 January 2015 to propose a Public Spaces Protection Order for the city centre. The meeting is the first stage in the development of City Executive Board or Full Council reports. The development of the report was agreed, as was the process to be followed.
5. As per council policy, the Anti-Social Behaviour Investigation Team (ASBIT) Team Leader attended a Public Involvement Board (PIB) meeting on the 15 January 2015 to seek approval for the methods of consultation on the PSPO. The Board agreed on the process subject to seeing the scope and clarification of the consultation methods.
6. On the 3 February 2015 a PSPO Member’s Reference Group was convened to steer the scope of the report. The group comprised ward councillors for all the areas affected and was chaired by the Board Member for Crime, Community Safety and Licensing. The group agreed on the list of PSPO issues to be consulted upon.
7. On the 5 February the ASBIT Team Leader again attended the PIB and gained agreement for the PSPO consultation approach, supported by press coverage from the local media.

Consultation methods

8. The consultation methods used were detailed in the CEB City Centre PSPO report of the 15 October and included:
 - Letters to all businesses within the city centre
 - Letters to the Universities within the city centre
 - Letters to the residents in the city centre
 - Public consultation on the street by City Centre Ambassadors - to capture the opinion of the transient population (tourists etc) using a 1000 business cards.
 - Representation at key forums – Neighbourhood Action Groups, business meetings and resident associations
 - Media – Press release given to Oxford Mail in first week of March. This release was a continuation of a number of PSPO press releases since the new powers were released.
 - Social media –released on Twitter
 - Webpage – full details placed on the council website
 - Buskers and street entertainers- City centre Ambassadors and Community Response Officers have approached a number of buskers.
 - BBC Radio Oxford – Cllr Dee Sinclair (Board Member for Crime and Community Response) took part in a radio discussion programme about the PSPO.
 - Discussions with Area Commander Thames Valley Police and the Police Crime Commissioner’s office
 - 1000 registered members of eConsult contacted
9. 3,000 letters were sent to all registered addresses in the area on 5 March 2015, therefore most colleges and the University received more than one letter. (Appendix 1).
10. In addition, on 19 March 2015 an email was sent out on the council’s behalf by the University Security Service to all college Bursars for dissemination to all staff and students, introducing the legislation and encouraging them to access the website. (Appendix 2).

Next steps

11. The University wrote to the Head of Law and Governance on the 15 October, the day of the CEB meeting to discuss the PSPO, expressing their view that the University did not want the Order to apply to their land. This was reported to CEB at the meeting on 15 October 2015.
12. There are two existing Orders in place on all public space that the public has express or implied right of access, whether payment is made or not, which includes University land. These are related to the control of dogs and the consumption of alcohol. These Orders are repealed by the Anti-social Behaviour, Crime and Policing Act 2014, which allows three years to replace them with PSPOs.
13. The Director of Community Services has written to the University requesting a meeting to discuss the application of the Order and those discussions will take place before the proposed Order takes effect.

Name and contact details of author:-

Name: Richard Adams

Job title: Environmental Protection Service Manager, Community Services

Tel: 01865 252283 e-mail: rjadams@oxford.gov.uk

Appendix 1: Letter to all owners and occupiers of land in the area

Environmental Development

Direct Line: 01865 249811

Fax:

E-mail: saferoxford@oxford.gov.uk

St Aldates Chambers

Oxford

OX1 1DS

Central Number: 01865 249811

Date:

Our ref:

Your ref:

Dear Sir or Madam

Public Spaces Protection Order Consultation

The Anti-social Behaviour, Crime and Policing Act 2014 introduced a number of new powers that came into effect in October 2014. The new Public Spaces Protection Order (PSPO) was one of these powers and is designed to deal with anti-social behaviour problems that are affecting a particular geographic area.

The PSPO can last for up to three years and it is an offence to breach it. People who breach the order can be offered a fixed penalty notice or be reported to court for the breach. The order defines the prohibited behaviours.

Oxford City Council is considering the use of a PSPO in the city centre. I would be grateful if you could visit www.oxford.gov.uk/asbsurvey and take the opportunity to give your views on which behaviours should be included within a Public Spaces Protection Order. The survey will close on the 31st March 2015.

If you do not have access to a computer then please feel free to contact us on the number above and we will arrange for you to have access to the survey.

Yours faithfully,

Contact: **Daryl Edmunds**
Anti-Social Behaviour Investigation
Team Manager

Appendix 2: Email to all Bursars

“Dear staff and students of The University of Oxford,

Oxford City Council is asking residents, businesses and visitors to give their views on controlling and reducing incidents of anti-social behaviour in the city centre. The results of this consultation will help the Council to decide if a new Public Spaces Protection Order (PSPO) would be effective and useful in improving the quality of the experience of using the city centre or shopping, eating and entertainment. People and businesses taking part are asked if they have experienced any incidents of anti-social behaviour, any trends in such behaviour and ideas on how such behaviour could best be reduced and controlled. The survey covers a range of behaviours including:

- Begging, busking and street sleeping
- Dog control, dog mess and public toilets
- Cycling, drinking and graffiti

Launching the survey, City Council Leader Bob Price said:

“These are difficult issues but they make a huge impact on our perceptions of the city and everyone has a view on them. We’re keen to enhance the look and feel of the city so that it remains a place that everyone can enjoy. But persistent incidents and type of anti-social behaviour can spoil the experience for residents, businesses and visitors. Following this consultation we will be considering what type of PSPO would be most helpful and setting out the standards of behaviour and activities that are covered by the Order”

Anyone wishing to have a say in this survey should visit our PSPO consultation page to take part online. If you can’t do it online call 01865 249811 and the City Council will make arrangements for you to take part. The consultation closes on the 31 March 2015.

Please follow the Oxford City Council weblink to complete the City Centre PSPO public consultation.

<http://consultation.oxford.gov.uk/consult.ti/PSPOCityCentre/consultationHome>

From: Andrew Mackie
Sent: 15 October 2015 15:09
To: THOMAS Jeremy J.
Subject: Urgent: Public Space Protection Order
Importance: High

Dear Mr Thomas,

I have been asked to contact you in advance of the consideration by the City Council of the Public Spaces Protection Order at Committee tonight.

Unfortunately, the University only became aware that the proposed area of the PSPO would cover University owned and managed land on receipt of an email from Councillor Fooks at the beginning of this week.

While we note that the Act allows the PSPO to cover land to which the public has access, the University and Colleges are responsible for the safe management of their own spaces, which includes patrols by the University Security Services; monitoring by the University's Proctors; and the ability to close the spaces to the public if we consider it necessary to do so. We consider our management of these spaces historically to have worked well, without giving rise to the antisocial behaviour your PSPO is intended to address. We should be grateful if the Committee could be asked to exclude from the ambit of the Order University owned space to which the public has access.

Yours,
Andrew Mackie



Andrew Mackie
Director of Legal Services and General Counsel
Legal Services Office | University of Oxford
University Offices, Wellington Square, Oxford OX1 2JD

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OXFORD CITY COUNCIL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PART 4, SECTION 59

PUBLIC SPACES PROTECTION ORDER

Oxford City Council (the Council) in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following order:

- 1 The Order applies to the public areas shown delineated by the black line on the plan annexed to this Order (the Restricted Area):
 - a) No person shall aggressively beg. Aggressive begging includes begging near a cash machine or begging in a manner reasonably perceived to be intimidation or aggressive.
 - b) No person shall remain in a public toilet without reasonable excuse.
 - c) No person shall urinate or defecate in a public place. This includes the doorway or alcove of any premises to which the public has access.
 - d) No person shall cycle within Queen Street or Cornmarket Street outside the permitted cycling times of 6 p.m. to 10 a.m.
 - e) No person shall perform any type of street entertainment that causes a nuisance to nearby premises or members of the public. This includes obstructing the highway or shop entrances, or using street furniture including public seats, lamp posts and railings.
 - f) No person trading as a pedlar shall:
 - remain in any location for more than 10 minutes unless it is to complete a transaction
 - locate themselves within 50 metres of their previous location
 - return to any location already occupied in the last three hours
 - obstruct the highway or shop entrances
 - g) No person shall refuse to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required, to do so by an authorised officer in order to prevent public nuisance or disorder.
 - h) Any person in charge of a dog within the restricted area shall be in breach of this Order if he/she:
 - fails to keep the dog on a lead and under physical control at all times

- is found to be in charge of more than four dogs whilst in a public place
- allows the dog to foul in a public place and then fails to remove the waste and dispose of it in an appropriate receptacle
- allows the dog to enter any covered public space

The provisions of this order relating to the control of dogs shall not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person who is deaf and in charge of a dog trained by Hearing Dogs for Deaf People and to any person suffering a disability and in charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.

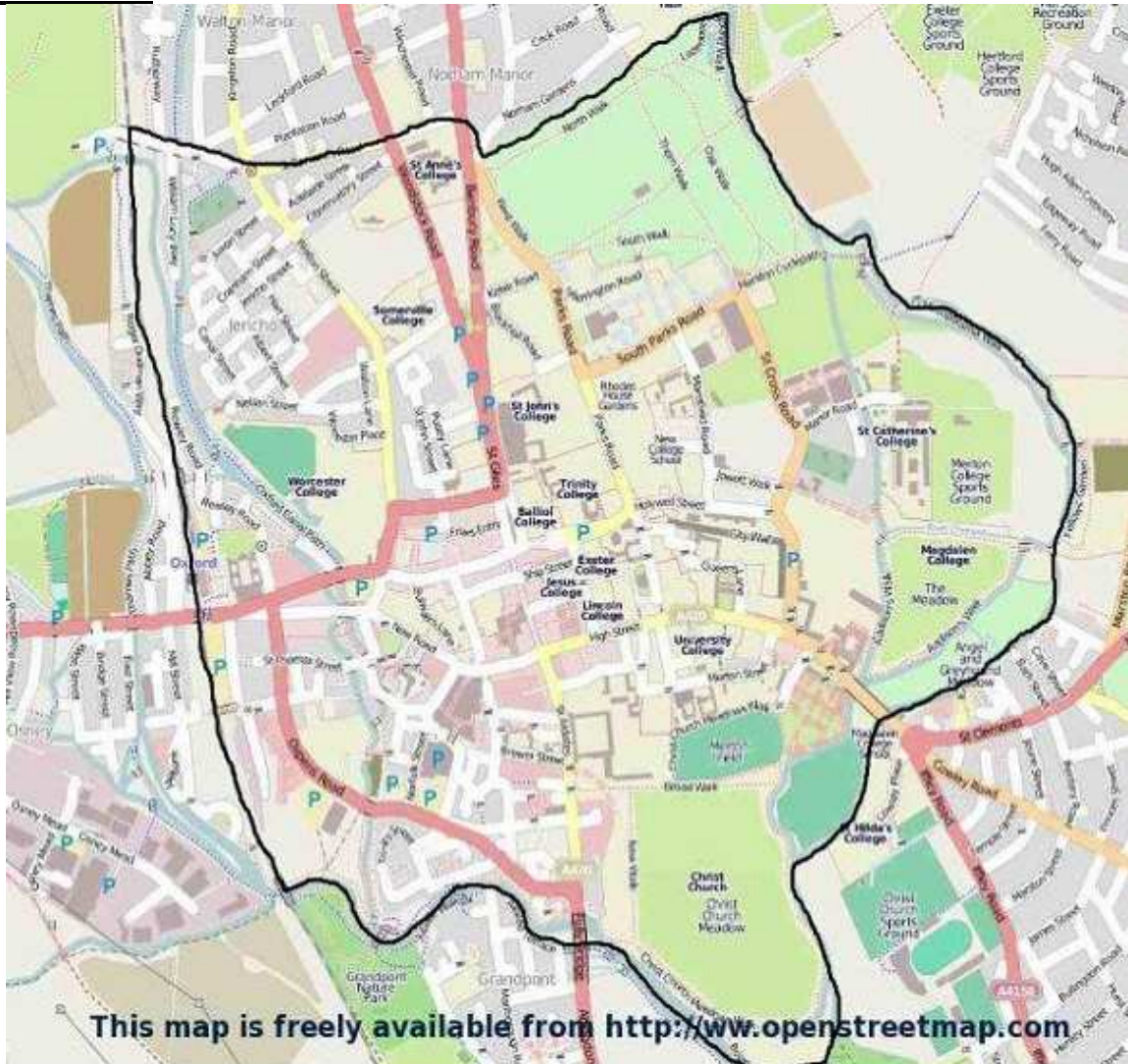
2 Any person who, without reasonable excuse, fails to comply with the requirements of this Order commits an offence and shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

3 This Order shall come into force on and remain in place for a period of three years.

Dated 2015

Signed

SCHEDULE



CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of—

- a) This Order, or
- b) A future variation of this Order.

“Interested person” means an individual who lives in the restricted area or who regularly works in or visits that area.

An appeal against this Order or a future variation of this Order may be made to the High Court within six weeks from the date on which the order or variation is made, on the grounds that:

- a) Oxford City Council did not have power to make the order or variation, or to include particular prohibitions or requirements imposed by the order (or by the order as varied);
- b) a requirement under Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014 was not complied with in relation to the order or variation.

DRAFT

To: City Executive Board

Date: 15 October 2015

Report of: Executive Director Community Services

Title of Report: City Centre Public Spaces Protection Order (PSPO)

Summary and Recommendations

Purpose of report: To report on the consultation regarding a Public Spaces Protection Order for the city centre, and to seek approval of a draft Order.

Key Decision: Yes

Executive lead member: Councillor Dee Sinclair, Board Member Crime, Community Safety and Licensing

Policy Framework: Corporate Plan priorities – Strong, Active Communities; Cleaner, Greener Oxford

Recommendations: That the City Executive Board resolves to:

1. Agree to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 ‘the Act’) on the terms set out at Appendix One, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act.

Appendix 1: Draft PSPO

Appendix 2: Data tables

Appendix 3: eConsult consultation results

Appendix 4: Crisis Skylight email and signatory list

Appendix 5: Consultation engagement methods

Appendix 6: Risk Assessment

Appendix 7: Equality Impact Assessment

Introduction to Public Spaces Protection Order

1. The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') gained Royal Assent in April 2014. The Public Spaces Protection Order provision has been in operation since 20th October 2014. The Act is designed to put victims at the heart of the response to anti-social behaviour, and give professionals the flexibility they need to deal with any given situation.
2. Public Spaces Protection Orders (PSPOs) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.
3. PSPOs also create a framework that either replaces or updates existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders and permits local authorities to introduce new regulations.
4. The power to make an Order rests with local authorities, in consultation with the police and other relevant bodies who may be affected.
5. A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
6. A PSPO can be in force for any period up to a maximum of three years.
7. Appeals against a draft PSPO can be made in the High Court within six weeks of issue by anyone who lives in, or regularly works in or visits the area. Further appeal can be made if a PSPO is varied by a local authority.
8. Section 59 of the Act sets out the basis on which local authorities may make a PSPO. It provides as follows -
 - (1) A local authority may make a public spaces protection order if satisfied on reasonable grounds that two conditions are met.
 - (2) The first condition is that—
 - (a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or
 - (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.
 - (3) The second condition is that the effect, or likely effect, of the activities—
 - (a) is, or is likely to be, of a persistent or continuing nature,
 - (b) is, or is likely to be, such as to make the activities unreasonable, and
 - (c) justifies the restrictions imposed by the notice.
 - (4) A public spaces protection order is an order that identifies the public place referred to in subsection (2) ("the restricted area") and—

- (a) prohibits specified things being done in the restricted area,
 - (b) requires specified things to be done by persons carrying on specified activities in that area, or
 - (c) does both of those things.
- (5) The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order—
- (a) to prevent the detrimental effect referred to in subsection (2) from continuing, occurring or recurring, or
 - (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.
- (6) A prohibition or requirement may be framed—
- (a) so as to apply to all persons, or only to persons in specified categories, or to all persons except those in specified categories;
 - (b) so as to apply at all times, or only at specified times, or at all times except those specified;
 - (c) so as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified.
- (7) A public spaces protection order must—
- (a) identify the activities referred to in subsection (2);
 - (b) explain the effect of section 63 (where it applies) and section 67;
 - (c) specify the period for which the order has effect.
- (8) A public spaces protection order must be published in accordance with regulations made by the Secretary of State.
9. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
10. Orders can be enforced by a police officer, a police community support officer, designated council officers and employees of other delegated organisations. The council's Anti-Social Behaviour Policy section 4.3 describes the council's approach to enforcement and states that all cases will be addressed firmly, fairly and proportionately. The policy goes on to say that we will always seek to resolve cases at the lowest level of intervention, taking formal action when the ASB is serious or persistent or when it threatens people's safety or health.
11. The policy is available on the council's website.
12. A breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, or a level 3 fine of up to £1000 on prosecution.
13. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.
14. The Authority is also bound by the terms of the Human Rights Act 1998 and must not act in a way which is incompatible with a Convention right. Human

rights are enforced through existing rights of review and may therefore be taken as points in any challenge to the validity of any Order made by the Authority.

15. If Convention rights are engaged (as they are with the making of a PSPO) any interference with them must be –
 - (a) In accordance with the law (in other words the Board must be satisfied that the statutory conditions in S59 set out above are satisfied)
 - (b) In pursuit of a legitimate aim (in this instance the control of activities which, if not controlled, would have a detrimental effect on the quality of life of those in the locality) and
 - (c) A proportionate means of achieving the legitimate aim
16. The two issues which must therefore be addressed for every proposed restriction in the PSPO are whether the statutory criteria are met and whether the restrictions proposed are proportionate having regard to the legitimate aim of preserving the quality of life for everyone who lives or works in or who visits the city centre.
17. The Board must also have regard to the public sector equality duty at s149 of the Equality Act 2010, which is as follows –
 - (1) A public authority must, in the exercise of its functions, have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - (2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in (1) above.
 - (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
 - (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
18. The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Overview of the City Centre

19. Oxford's population grew by 12% over the decade 2003–2013, making it the eighth fastest growing English city. It has 155,000 residents and an additional 45,000 people live in adjacent urban areas. The city's population is projected to reach 165,000 by 2023.
20. Oxford has the seventh highest number of international visitors for any UK city. An estimated nine million domestic and international visitors come to the city for tourism each year.
21. Footfall statistics show an estimated 320,000 people per week access Cornmarket Street, peaking between 11 a.m. and 4 p.m. with over 5,000 visitors per hour. Figures for Queen Street show a total of 230,000 people per week, with a similar pattern over 3,000 visitors per hour during peak times.
22. The Oxford city centre Police Inspector has provided an overview of the issues his team faces in the city centre.
23. "I have been a Police officer for Thames Valley Police for approximately 15 years and I have worked in Oxford City for 7 of those years, first arriving in the City in 2007 as a neighbourhood Sergeant for the City Centre neighbourhood where I was in post for approximately two and a half years. I returned to Oxford City centre as the neighbourhood Inspector in 2013 and have remained in my position for approximately 2 years.
24. My role on the neighbourhood has been to manage a team of officers whilst working with partners and residents to problem solve the priorities that have been identified by the local community.
25. Throughout my time as both a Sergeant and Inspector there have been a number of areas that continue to be raised by the public that are having a detrimental effect on the lives of those that live in and attend the area of Oxford City Centre. These issues include begging, street drinking, graffiti, cycling on pavements or in prohibited areas, dogs that are not on the leads, pedlars, and buskers. Over the 7 years since I first started on the neighbourhood these issues have been tackled using a variety of different tactics to both deal with the behaviours/offences and the causes of the behaviours. In spite of all this work these behaviours continue to be seen in the area and continue to be complained about.
26. In spite of all this work these behaviours continue to be seen in the area and continue to be complained about due to their having a detrimental impact on the quality of life for those in Oxford City centre. The nature of these activities and behaviours are unreasonable and are likely to continue in spite of the tactics used to date. It is for this fact that I believe the restrictions contained within the proposed PSPO are entirely justifiable."

Consultation

27. A full programme of public consultation using the council's eConsult questionnaire began on Monday 9th February and concluded on the 31st March 2015. Engagement methods to encourage respondents included:
- Media coverage and press release
 - Over 3000 letters sent to businesses, universities and residents within the area of the order.
 - Public consultation face-to-face on the street
 - Representation at key forums
 - Consultation with Thames Valley Police and the Police Crime Commissioner's office
28. The table in Appendix 2 illustrates the results of the eConsult consultation received up to the closing date on the 31st March 2015 and for 26th March 2015. From the 26th March to the end of the consultation period, and beyond, there was significant media interest in the proposals generated by an on-line petition. Responses to the eConsult questionnaire increased by 128%. 58% of respondents stated they visited, lived or worked in, the city centre. A further 32% stated they live in Oxford but not in the city centre.

Map showing area to be covered by the proposed city centre PSPO



29. Initial consultation with a cross party group of Members resulted in the proposed prohibition on feeding pigeons, being withdrawn from the draft order. While

acknowledging the impact large flocks of pigeons in the city centre, it was felt that there were more effective methods for controlling numbers.

30. Following the end of the consultation period a number of additional representations were made to the Council concerning the proposal to include a prohibition restriction people from sleeping on the streets when they have accommodated. This proposal is also not being pursued within the draft Order recommended by this report.
31. The Board should have regard to the entirety of the consultation responses set out in Appendix 2.
32. CEB deferred consideration of a city centre PSPO at its meeting held on the 11th June due to the submission, on the day of the meeting, of a detailed legal opinion commissioned by the National Council for Civil Liberties. As the opinion made a number of criticisms of the June report the opportunity has been taken to address those criticisms by re-drafting sections of the report. This report differs therefore from the report before CEB in June of this year.
33. The principal criticisms of the June CEB report made by the Liberty opinion related to three matters. First, it was said that the statutory conditions which must be satisfied before a PSPO can be adopted were not met by the previous report. This report deals with that issue more clearly and comprehensively by addressing the statutory criteria for each aspect of the proposed Order. Second, that the report had not dealt adequately with the public sector equality duty (S149 Equality Act 2010). This report also deals with that issue more comprehensively and the equality impact assessment has been re-drafted and expanded. Third, that there were legal flaws in specific prohibitions, namely begging, remaining in a public toilet and busking. Whilst it is not accepted that the previous prohibitions were incapable of being lawfully adopted, the opportunity has been taken to amend the prohibitions in respect of begging and busking such that the criticisms are no longer applicable. Remaining in a public toilet without reasonable excuse is still a recommended prohibition and in the view of the Council's Solicitor the Board may lawfully adopt it.
34. The remainder of this report deals with each of the behavioural issues dealt with by the draft Order, paying particular regard to whether the statutory conditions are met, and if so, the proportionality of the proposed restrictions. The statutory conditions are whether the activity has a detrimental effect on the quality of life of those in the locality, and is persistent and unreasonable.

Begging

35. Between the 1st July 2014 and 15th June 2015 there were 89 reports of begging made to the police in Oxford. There were 41 arrests or voluntary interviews for begging under the Vagrancy Act 1824.
36. On the 30th October 2014 the police introduced a 48-hour dispersal authorisation from George Street to Little Clarendon Street to deal with begging.

37. eConsult survey results found that during the last 12 months, of the total respondents:
- 81% had seen this issue in Oxford city centre
 - 16% felt that the situation had got worse, 9% felt it had got better
 - 40% had been affected by begging in the last 12 months
 - 34% felt it should be included in a PSPO, 54% felt it shouldn't
38. Published independent research from DrugScope, 2004: "Drug Misuse and Begging" concludes that the majority of the funds raised through begging are used to sustain a significant substance misuse habit, not for food or shelter.
39. This conclusion is supported by Oxford City Council's independent research into the effectiveness of the council's Kindness Can Kill campaign in 2012. The research found that the majority of money from begging is used by drug users and those addicted to alcohol to sustain their habits. Supported by local homelessness organisations, the council and police, the campaign encouraged members of the public not to give to people begging but to donate to local homeless charities instead. The views of Crisis, are attached as Appendix Four, who do not condone aggressive or threatening behaviour but, alongside a number of charities who support the homeless, were concerned that persistent begging was proposed within the order.
40. Freedom of Information figures from 34 of the 43 police forces in England and Wales, obtained by the BBC in July 2015, suggest that less than one in five beggars are in fact homeless.
41. Begging is illegal under the Vagrancy Act 1824 and enforced by the police by way of arrest and summons to court. It is a recordable offence which allows the court to impose community sentences. The PSPO provides an alternative to arrest, through FPNs (£100) or a summons to court.

42. Conditions test for begging.

<p>Condition 1: Detrimental effect on those in the locality</p>	<p>89 reports of begging in a 12 month period to the police. 40% of people who responded to the survey had been affected by the activity in the city and 34% of people who responded to the survey agreed that the activity should be included in the PSPO. National research shows that begging primarily funds substance misuse.</p>
<p>Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable</p>	<p>Patterns of recorded incidents to the police occur throughout the year. Begging by nature is often persistent whether through "location" or "mobile" begging as an individual will rarely beg for money just once. The effect of the activity of begging is unreasonable to some members of the public who feel intimidated or harassed by those begging.</p>

Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent aggressive begging continuing, occurring or recurring. The order will target aggressive begging, including begging near cash machines or when a person is made to feel intimidated or harassed.
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Proper use of public toilets

43. Significant health and safety issues are being raised with regard to substance misuse, vandalism and sleeping in public toilets. The council are responsible for the upkeep, maintenance and safe use of the facilities. Records from Oxford City Council Street Scene Operatives show that between January and June 2015 there were 72 incidents relating to city centre toilets, including:
- On 15 occasions, a person was found drinking alcohol in the toilet or alcohol containers were found.
 - On 26 occasions, one or more people were sleeping or occupying the toilet for an extended period of time.
 - On 9 occasions, a person was found using drugs in the toilet or drugs paraphernalia was left in the toilet. There has been one death from a drug overdose in the toilet in the time period. A further two overdoses occurred in July.
 - Other incidents include lighting fires and vandalism.
44. eConsult survey results found that during the last 12 months, of the total respondents:
- 9% had seen this issue in Oxford city centre
 - 4% felt that the situation had got worse, 1% felt it had got better
 - 6% had been affected by the issue
 - 33% felt it should be included in a PSPO, 48% felt it shouldn't
45. The data demonstrates how public facilities are being used for illicit purposes, denying access to the public and costing a significant amount of money to clean and maintain. Over the weekend of the 3rd July a dispersal power was invoked by the police in the area of one toilet block to deal with the anti-social behaviour and substance misuse taking place.
46. Conditions test for proper use of public toilets.

Condition 1: Detrimental effect on those in the locality	72 incidents of these activities in the first six months of 2015. 33% of people who responded to the survey agreed that the activity should be included in the PSPO. Council staff are put at risk when having to remove people and drug-related paraphernalia from the toilets.
Condition 2 (a) and (b): Effect of the activities are	Patterns of recorded incidents to the council occur throughout this year.

persistent and unreasonable	It is unreasonable to deny others access to public facilities or leave drug paraphernalia in the toilets. The facilities are used by families and young children.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent activities in toilets that are continuing, occurring or recurring. The order will target behaviours that are a risk to the public accessing the facilities and the perpetrator.

Urination and defecation in public spaces

47. Police data shows that between 1st August 2014 and 29th July 2015, there were 20 incidents of urinating or defecating in public in the city centre. This is very likely to be below the actual number of occurrences due to the nature of the offence.
48. eConsult survey results found that during the last 12 months, of the total respondents:
- 32% seen this issue in Oxford city centre
 - 10% felt that the situation had got worse, 1% felt it had got better
 - 25% had been affected by the issue
 - 58% felt it should be included in a PSPO, 29% felt it shouldn't
49. Conditions test for urination and defecation in public spaces.

Condition 1: Detrimental effect on those in the locality	There were 20 incidents logged by the police. 58% of respondents felt that this activity should be included in the PSPO, with 32% having seen it take place.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Business premises regularly have to clean up their properties. It is unreasonable to urinate or defecate in a public place.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent urination or defecation that are continuing, occurring or recurring. The order is proportionate in tackling the public health risk of this activity.

Cycling prohibitions

50. Officers have witnessed the issue on a daily basis and ran an operation in 2014. Over five days officers spoke to 320 people regarding cycling in the restricted areas of Queen Street and Cornmarket Street.
51. In July 2015, officers conducted a two-hour operation in Queen St and Cornmarket St and spoke to 51 people contravening the traffic order. Four

members of the public complimented officers on the action they were taking.

52. Footfall figures for the two streets put the number of people using the area at over 3,000 per hour.
53. eConsult survey results found that during the last 12 months, of the total respondents:
- 67% seen this issue in Oxford city centre
 - 3% felt that the situation had got worse, 19% felt it had got better
 - 41% had been affected by the issue
 - 40% felt it should be included in a PSPO, 44% felt it shouldn't
54. Conditions test for cycling in prohibited areas.

<p>Condition 1: Detrimental effect on those in the locality</p>	<p>The Traffic Restriction Order was introduced to reduce the risk of harm to the public and cyclists during the peak hours of 10 a.m. to 6 p.m. Contravention of the order increases the risk of accidents between pedestrians and cyclists. 41% of respondents had been affected by the issue, and 40% felt that this activity should be included in the PSPO. 67% of respondents have seen it take place.</p>
<p>Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable</p>	<p>As evidenced by the operations, the activity occurs many times each day. The increased risk of harm to pedestrians and cyclist is unreasonable.</p>
<p>Condition 2 (c): justifies the restrictions imposed by the notice</p>	<p>The order provides a power to authorised officers to reduce or prevent cycling in restricted areas that are continuing, occurring or recurring. The order is proportionate in supporting an existing traffic restriction to prevent injury to cyclists and pedestrians.</p>

Busking and street entertainment

55. There are 501 complaints logged by the council between 2004 and 2014. The seasonal profile shows complaints tend to begin in March and remain stable until June. In July and August there is a peak in complaints to nearly double the June levels. Between October and February the number of complaints remains low.
56. In 2010 a dedicated email address was created to handle all noise complaints reported to the council. To date 160 complaints have been sent to the email address. However, busking complaints often come in by telephone and an officer attends immediately, therefore they are not captured on the email system or logged as a case.

57. eConsult survey results found that during the last 12 months, of the total respondents:
- 54% seen this issue in Oxford city centre
 - 11% felt that the situation had got worse, 4% felt it had got better
 - 26% had been affected by the issue
 - 32% felt it should be included in a PSPO, 53% felt it shouldn't
58. Oxford has a Busking Code of Conduct that has been in operation for over a decade. Discussions have taken place with interested parties who have worked with York and Liverpool City Council's to develop their Code of Conduct. The York Code of Conduct describes the enforcement approach that the council will take regarding nuisance buskers. The problems of obstruction of the highway and noisy, invasive or repetitious music are identified within the Code. Enforcement options in York's are Community Protection Notices (including seizure of equipment), Statutory Noise Abatement Notices (including the power to seize equipment), a busking bye-law and Highways Act powers to deal with obstruction. These enforcement options are available in Oxford, with the PSPO fulfilling the purpose of the York byelaw.
59. Complaints relating to street entertainment are usually made when the Code of Conduct has not been adhered to. The PSPO gives officers a tool to deal with people who continually refuse to comply, and provides quicker respite to those affected. Likewise, complaints about entertainers who are complying with the Code of Conduct will not be taken forward, and an explanation given to the complainant.
60. Conditions test for busking and street entertainment.

Condition 1: Detrimental effect on those in the locality	There is an average of 50 complaints per year, mainly relating to noise levels and obstruction. Complaints peak during the summer months when footfall is highest. 11% of respondents felt the issue had got worse, compared to 4% who felt it had improved. 32% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Complaints commonly relate to intrusive noise levels. Busking sites are often utilised throughout the day during the Easter and Summer months. The effect of not adhering to a code of conduct is unreasonable, particularly on those who live or work in the city centre.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent nuisance caused by busking or street entertainment that are continuing, occurring or recurring. The order is proportionate for addressing complaints of noise nuisance. Advice will always be given as set out in a code of conduct.

Illegal peddling

61. There are 39 cases of illegal peddling on council systems since 2003. Pedlars are required to ply their trade from town to town, moving between sales. Selling goods from a static position requires a Street Trading Licence. Complaints from businesses are mostly in regards to obstruction and the sale of goods in competition with shops without paying for a street trading licence.
62. eConsult survey results found that during the last 12 months, of the total respondents:
- 36% seen this issue in Oxford city centre
 - 8% felt that the situation had got worse, 2% felt it had got better
 - 15% had been affected by the issue
 - 37% felt it should be included in a PSPO, 32% felt it shouldn't
63. Stall holders selling their goods who aren't using a static pitch trade using a pedlar's licence. Officers witness stall holders trading most days during the Easter, Christmas and summer periods, without a street trading consent. They are not peddling but street trading without a licence. Existing street trading powers are no deterrent, with illegal traders paying a nominal court fine and returning to the location the following day.
64. Conditions test for peddling.

Condition 1: Detrimental effect on those in the locality	Complaints from 8% of respondents felt the issue had got worse, compared to 2% who felt it had improved. 37% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Stall holders sell their goods in Oxford City centre daily during the Christmas, Easter and summer periods, in contravention of street trading and peddling legislation. The stalls cause obstruction to the highway and trade without the necessary consents.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent illegal street trading that is continuing, occurring or recurring. The order is proportionate in giving immediate respite through advice, warning and enforcement. Advice will always be given as set out in a code of conduct.

Alcohol consumption in a public place

65. Since 2004 Oxford City Council has a Designated Public Places Order (DPPO) that enables a police officer to confiscate alcohol if they believe it is, or could, be a contributing factor in public disorder. The Order covers the whole of Oxford

and has been successful in limiting anti-social behaviour linked to drinking in public. The Act requires a DPPO to be replaced by a PSPO within three years of their repeal in October 2014.

66. Between 1st August 2014 and 29th July 2015 there were 161 reports of street drinking logged by the police in the Oxford Central Neighbourhood.
67. Alcohol is a key factor in violent crime. There were 249 violence and sexual offences recorded by the police in the area of the proposed PSPO between January and May 2015. Data is not available that shows whether the offences are in a public place. However, police officers witness alcohol-related violence in the city centre and have a dedicated operation to target these incidents: Operation Nightsafe.
68. eConsult survey results found that during the last 12 months, of the total respondents:
- 72% seen this issue in Oxford city centre
 - 17% felt that the situation had got worse, 4% felt it had got better
 - 43% had been affected by the issue
 - 52% felt it should be included in a PSPO, 36% felt it shouldn't
69. Conditions test for alcohol consumption in a public place.

Condition 1: Detrimental effect on those in the locality	There were 161 incidents of street drinking reported to the police between 1 st August 2014 and 29 th July 2015 72% of respondents had seen the issue, with 43% affected by it. 52% felt that this activity should be included in the PSPO.
Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable	Police data indicates that street drinking is persistent in nature and connected to violent crime and disorder.
Condition 2 (c): justifies the restrictions imposed by the notice	The order provides a power to authorised officers to reduce or prevent alcohol consumption in a public place that is continuing, occurring or recurring. The order will be used where alcohol consumption in a public place causes, or is likely to cause, anti-social behaviour. The order is proportionate by replacing the existing Designated Public Places Order, as required by the Anti-Social Behaviour, Crime and Policing Act 2014.

Dogs out of control

70. From 2013 to July 2015, 112 incidents of dog fouling in the city centre wards of Carfax and Holywell have been recorded by Oxford City Council.

71. Since 2007 Oxford City Council has had Dog Control Orders. The Act requires Dog Control Orders to be replaced by a PSPO within three years of their repeal in October 2014.

72. eConsult survey results found that during the last 12 months, of the total respondents:

- 39% seen this issue in Oxford city centre
- 14% felt that the situation had got worse, 3% felt it had got better
- 28% had been affected by the issue
- 55% felt it should be included in a PSPO, 28% felt it shouldn't

73. Conditions test for dogs out of control.

<p>Condition 1: Detrimental effect on those in the locality</p>	<p>There were 112 dog fouling incidents recorded by Oxford City Council between 2013 and July 2015 in the city centre. 39% of respondents had seen the issue, with 14% feeling it had got worse. 55% felt that this activity should be included in the PSPO.</p> <p>Respondents views on conditions for the control of dogs: All dogs to be on a lead – Majority Agree No more than 4 dogs to be walked by one person - Majority Agree Dog mess to be cleaned up by the person walking the dog – Majority Strongly Agree No dogs allowed in indoor/covered areas of the City (medical exemptions) - Majority Agree</p>
<p>Condition 2 (a) and (b): Effect of the activities are persistent and unreasonable</p>	<p>There are no significant trends in dog control issues, they occur throughout the year. The risk to public health and the cost of cleaning the pavements are unreasonable. Dogs not kept under proper control in high footfall areas with large numbers of vehicles passing can cause a risk to the public.</p>
<p>Condition 2 (c): justifies the restrictions imposed by the notice</p>	<p>The order provides a power to authorised officers to reduce or prevent the impact of dogs that are not under the control of the owner, which is continuing, occurring or recurring.</p> <p>Dogs not on a lead are not adequately under control in a high footfall area with a large number of buses and taxis using the roads throughout the day and evening.</p> <p>The order is proportionate by replacing the existing Dog Control Orders, as required by the Anti-Social Behaviour, Crime and Policing Act 2014.</p>

Conclusion

74. The evidence presented in the report and the views of the respondents demonstrate that existing legal remedies are slow and inadequate. The draft order targets nuisance behaviours that require a proportionate level of involvement by local authorities and the police, and timely respite for the complainant.
75. Enforcement of the order will be taken in accordance with the Council's ASB Policy. The policy clearly sets out the approach that starts with advice and explanation, prior to warnings and any enforcement action.
76. On consideration of the requirements of the Act, other relevant legislation, the evidence and consultation the following anti-social behaviours are proposed to be restricted in the draft PSPO, as set out in Appendix One:
- Aggressive begging
 - Inappropriate use of public toilets
 - Urinating or defecating in public places
 - Cycling in Queen Street or Cornmarket Street outside permitted hours.
 - Busking or street entertainment that causes nuisance
 - Illegal street trading
 - Drinking alcohol in a public place
 - Control of dogs

Environmental

77. No expected issues

Risks

78. See Risk Assessment.

Financial Implications

79. The cost of implementing PSPOs will be funded through existing budgets.

Name and contact details of author:-

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Appendix 1: Draft PSPO

OXFORD CITY COUNCIL

ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PART 4, SECTION 59

PUBLIC SPACES PROTECTION ORDER

Oxford City Council (the Council) in exercise of the power under section 59 of The Anti-Social Behaviour, Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in section 59 of the Act have been met, makes the following order:

- 1 The Order applies to the public areas shown delineated by the black line on the plan annexed to this Order (the Restricted Area):
 - a) No person shall aggressively beg. Aggressive begging includes begging near a cash machine or begging in a manner perceived to be intimidation or aggressive.
 - b) No person shall remain in a public toilet without reasonable excuse.
 - c) No person shall urinate or defecate in a public place. This includes the doorway or alcove of any premises to which the public has access.
 - d) No person shall cycle within Queen Street or Cornmarket Street outside the permitted cycling times of 6 p.m. to 10 a.m.
 - e) No person shall perform any type of street entertainment that causes a nuisance to nearby premises or members of the public. This includes obstructing the highway or shop entrances, or using street furniture including public seats, lamp posts and railings.
 - f) No person trading as a pedlar shall:
 - remain in any location for more than 10 minutes unless it is to make a transaction
 - locate themselves within 50 metres of their previous location
 - return to any location already occupied in the last three hours
 - obstruct the highway or shop entrances
 - g) No person shall refuse to stop drinking alcohol or hand over any containers (sealed or unsealed) which are believed to contain alcohol, when required, to do so by an authorised officer in order to prevent public nuisance or disorder.
 - h) Any person in charge of a dog within the restricted area shall be in breach of this Order if he/she:

- fails to keep the dog on a lead and under physical control at all times
- is found to be in charge of more than four dogs whilst in a public place
- allows the dog to foul in a public place and then fails to remove the waste and dispose of it in an appropriate receptacle
- allows the dog to enter any covered public space

The provisions of this order relating to the control of dogs shall not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person who is deaf and in charge of a dog trained by Hearing Dogs for Deaf People and to any person suffering a disability and in charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.

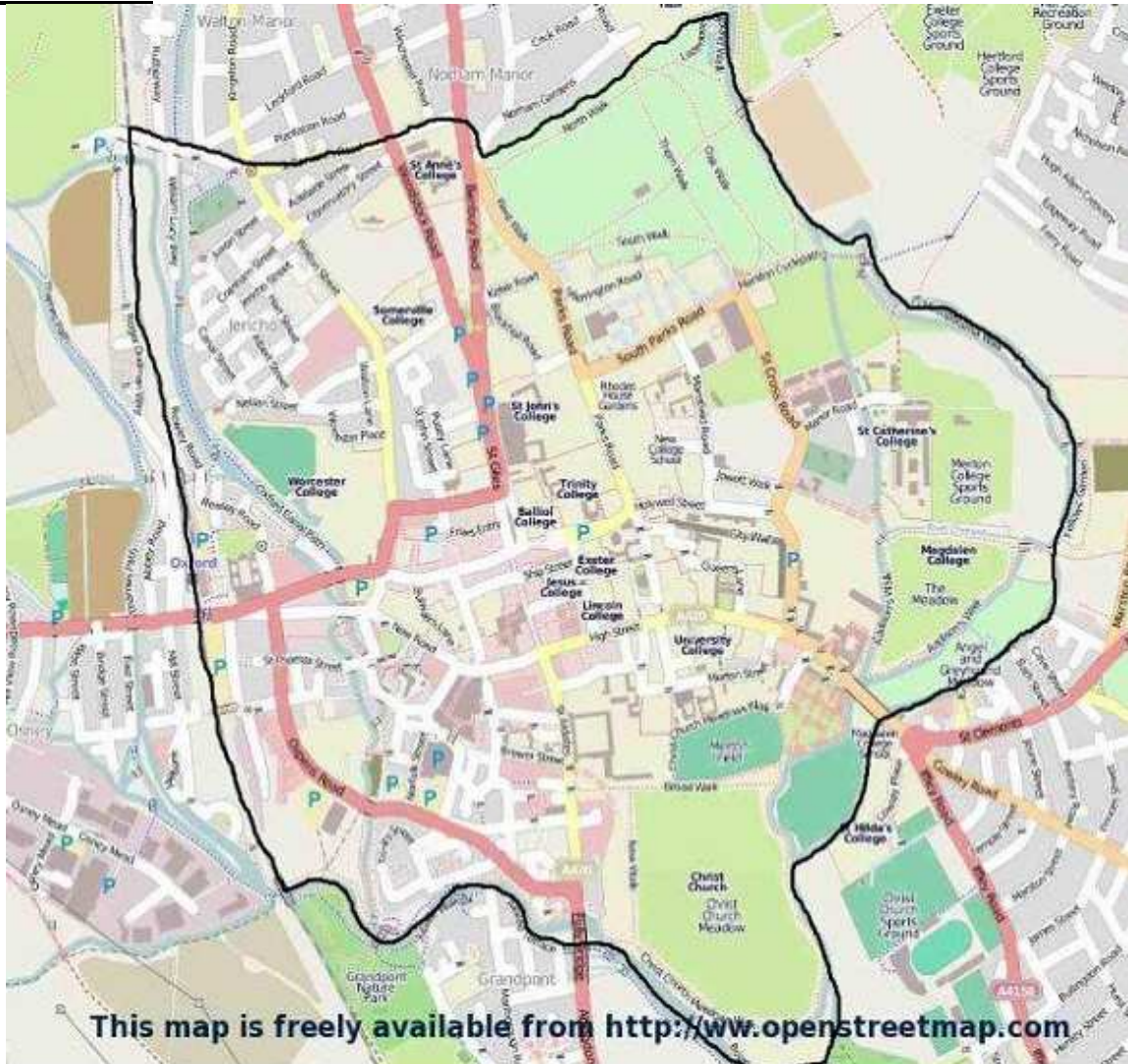
2 Any person who, without reasonable excuse, fails to comply with the requirements of this Order commits an offence and shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

3 This Order shall come into force on and remain in place for a period of three years.

Dated 2015

Signed

SCHEDULE



CHALLENGING THE VALIDITY OF ORDERS

An interested person may apply to the High Court to question the validity of—

- a) This Order, or
- b) A future variation of this Order.

“Interested person” means an individual who lives in the restricted area or who regularly works in or visits that area.

An appeal against this Order or a future variation of this Order may be made to the High Court within six weeks from the date on which the order or variation is made, on the grounds that:

- a) Oxford City Council did not have power to make the order or variation, or to include particular prohibitions or requirements imposed by the order (or by the order as varied);
- b) a requirement under Chapter 2 of the Anti-Social Behaviour, Crime and Policing Act 2014 was not complied with in relation to the order or variation.

Appendix Two: The eConsult consultation survey and results as at 31 March 2015

The table shows whether responses were for (Yes) or against (No) the inclusion of each prohibition in the Order.

Behaviour	Responses presented to the Member Reference Group on 26/03/2015	Responses received by the end of the consultation period, 31/03/2015	Increase in responses
Persistent Begging	Yes 52%(154) No 28%(84)	Yes 34%(187) No 54%(294)	33 210
Sleeping in toilets	Yes 51%(150) No 23%(68)	Yes 33%(180) No 48%(264)	30 196
Urinating / Defecating	Yes 75%(223) No 13%(39)	Yes 58%(317) No 29%(161)	94 122
Cycling prohibitions	Yes 56%(165) No 30%(90)	Yes 40%(221) No 44%(238)	56 148
Sleeping on the streets when accommodated	Yes 46%(136) No 36%(107)	Yes 28%(152) No 60%(330)	16 223
Busking / Street entertainment	Yes 49%(145) No 35%(103)	Yes 32%(176) No 53%(289)	31 186
Peddling	Yes 55%(160) No 19%(56)	Yes 37%(201) No 34%(185)	41 129
Street Drinking	Yes 73%(218) No 16%(47)	Yes 52%(285) No 36%(197)	67 150
Graffiti / Street art	Yes 56%(167) No 31%(92)	Yes 38%(210) No 49%(268)	43 176
Pigeon feeding	Yes 53%(159) No 28%(84)	Yes 43%(232) No 38%(212)	73 128
Dog Control	Yes 70%(203) No 15%(45)	Yes 55%(292) No 28%(150)	89 105

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Appendix Three: The eConsult consultation survey and results as at 31st March 2015

Closing date: 31st March 2015.

Topography of respondents

I live in Oxford city centre 35% (240)
I live in Oxford, but not the city centre 32% (215)
I live outside Oxford 6% (44)
I work in Oxford city centre 22% (146)
I am a visitor to Oxford 3% (22)
Other 2% (11)

Consultation topics

1 Persistent begging

Oxford City Council and Thames Valley Police are working together to tackle persistent begging, which is an offence under the Vagrancy Act 1824. Under the Public Spaces Protection Order people persistently begging will be identified by a multi-agency working group, warned about their behaviour and encouraged to access the support available to them. If their behaviour continues they could be in breach of the Order.

Have you seen people persistently begging in Oxford city centre in the last 12 months?

Yes 81% (444)
No 19% (102)

Has this got better or worse in Oxford city centre in the last 12 months?

Better 9% (48)
Worse 16% (88)
No change 53% (292)
Don't know 22% (119)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 40% (220)
No 60% (324)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 34% (187)
No 54% (294)
Don't Know 12% (67)

2 Sleeping in public toilets

Oxford City Council has identified that toilets are sometimes being used to sleep in and other associated behaviour. This can prevent access to the facilities by the public.

Have you seen people sleeping in public toilets in Oxford city centre in the last 12 months?

Yes 9% (47)

No 91% (501)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 1% (7)

Worse 4% (23)

No Change 15% (82)

Don't Know 79% (432)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 6% (31)

No 94% (514)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 33% (180)

No 48% (264)

Don't Know 19% (103)

3 Urinating or defecating in public places

The problem of people urinating or defecating in Oxford city centre has been identified by partners as an issue that affects the public, public services and traders alike.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 32% (172)

No 68% (373)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 1% (6)

Worse 10% (53)

No Change 26% (143)

Don't Know 63% (341)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 25% (136)

No 75% (408)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 58% (317)

No 29% (161)
Don't Know 13% (69)

4 Cycling prohibitions

Oxford City Council fully supports cycling throughout the city. However, for public safety reasons there are some roads with cycling prohibitions, and these prohibitions are sometimes being ignored.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 67% (365)
No 33% (180)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 3% (16)
Worse 19% (102)
No Change 48% (262)
Don't Know 31% (167)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 41% (222)
No 59% (321)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 40% (221)
No 44% (238)
Don't Know 16% (87)

5 Sleeping on the streets

Oxford City Council strongly supports agencies to help people who find themselves sleeping on the city streets due to difficult circumstances. However, a small number of people who have been provided with support and accommodation choose to continue to sleep on the streets, putting their health and well-being at risk. These people are identified by a multi-agency working group, are encouraged to access the support available to them and could be warned about their behaviour.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 80% (432)
No 20% (109)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 5% (25)
Worse 22% (120)
No Change 40% (219)
Don't Know 33% (181)

Have you been affected by this issue in Oxford City Centre in the last twelve months?

Yes 29% (160)
No 71% (383)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 28% (152)
No 60% (330)
Don't Know 12% (66)

6 Non-compliant busking and street entertainment

Oxford City Council encourages safe busking and street entertainment in Oxford city centre. A voluntary code of practice has been developed over a number of years to support this aim for the benefit of the public and the entertainers. The code of practice covers noise levels, length of time in one place, authorised locations, size of pitch area and the authorised period of entertainment. The code of practice is available on the City Council's [website](#). However, some entertainers do not comply with the code resulting in unfair and sometimes unsafe practices.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 54% (296)
No 46% (248)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 4% (21)
Worse 11% (60)
No Change 43% (234)
Don't Know 42% (227)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 26% (137)
No 74% (398)

Should the busking and street entertainment code of practice be regulated through the Public Spaces Protection Order?

Yes 32% (176)
No 53% (289)
Don't Know 14% (77)

Should the Public Spaces Protection Order regulate behaviour(s) that are not covered by the busking and street entertainment code of practice?

Yes (please comment) 13% (72)
No 51% (277)
Don't Know 36% (194)

7 Illegal peddling

Oxford City Council supports legal peddling in accordance with the Pedlars Act 1871. There is a code of practice available on the City Council's [website](#) that identifies what peddling is and how it should be conducted in order to comply with the law.

However, there are certain people who do not comply and therefore unfairly disadvantage others within the city centre.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 36% (193)

No 64% (349)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 2% (12)

Worse 8% (46)

No Change 31% (167)

Don't Know 58% (317)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 15% (83)

No 85% (455)

Should the peddling code of practice be regulated through the Public Spaces Protection Order?

Yes 37% (201)

No 34% (185)

Don't Know 28% (153)

Should the Public Spaces Protection Order regulate behaviour(s) that are not covered by the peddling code of practice?

Yes (please comment) 14% (74)

No 41% (221)

Don't Know 46% (248)

8 Street drinking

Oxford City Council currently has a Designated Public Protection Order in place for the whole city with regard to anti-social behaviour associated with street drinking. The order doesn't stop street drinking but does deal with the associated anti-social behaviour. The new Act requires current Designated Public Protection Orders to be replaced by Public Spaces Protection Orders.

Have you seen anti-social behaviour associated with alcohol consumption in Oxford city centre in the last 12 months?

Yes 72% (393)

No 28% (150)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 4% (20)

Worse 17% (93)

No Change 52% (280)

Don't Know 27% (148)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 43% (235)

No 57% (307)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 52% (285)

No 36% (197)

Don't Know 12% (65)

9 Graffiti and pavement drawings

Graffiti is defined as a criminal damage offence. Drawing directly onto pavements is also an offence. Oxford City Council is working closely with its partners to clean up and prevent graffiti. However it encourages responsible street art that is not placed directly onto structures or highways.

Have you seen this issue in Oxford city centre in the last 12 months?

Yes 69% (374)

No 31% (171)

Has the issue got better or worse in Oxford City Centre in the last twelve months?

Better 5% (29)

Worse 16% (88)

No Change 49% (263)

Don't Know 30% (160)

Have you been affected by this issue in Oxford city centre in the last 12 months?

Yes 26% (143)

No 74% (399)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?

Yes 38% (210)

No 49% (268)

Don't Know 13% (69)

10 Pigeon feeding

Pigeon feeding is littering and encourages an overpopulation of pigeons within the city centre. The food not eaten encourages vermin such as rats and the pigeons cause significant damage to properties within the city. Certain areas of the city require the presence of a hawk to try and reduce the impact of the large population of pigeons in their area.

Have you seen pigeon feeding in Oxford city centre in the last 12 months?

Yes 36% (196)

No 64% (347)

Has the issue got better or worse in Oxford city centre in the last 12 months?

Better 3% (15)

Worse 8% (43)

No Change 39% (209)
Don't Know 50% (270)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 21% (111)
No 79% (428)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 43% (232)
No 39% (212)
Don't Know 19% (101)

11 Out of control dogs

Dog control orders are being phased out and where necessary are being replaced by Public Spaces Protection Orders. Out of control dogs and dog mess are issues that Oxford City Council believes should be controlled within the City centre.

Have you seen this issue in Oxford city centre in the last 12 months?
Yes 39% (209)
No 61% (330)

Has the issue got better or worse in Oxford city centre in the last 12 months?
Better 3% (18)
Worse 14% (76)
No Change 38% (205)
Don't Know 45% (241)

Have you been affected by this issue in Oxford city centre in the last 12 months?
Yes 28% (152)
No 72% (384)

Should Oxford City Council seek to prohibit this activity through a City Centre Public Spaces Protection Order?
Yes 55% (292)
No 28% (150)
Don't Know 17% (91)

To what extent do you agree with the following proposals?

- All dogs to be on a lead – Majority Agree
- No more than 4 dogs to be walked by one person - Majority Agree
- Dog mess to be cleaned up by the person walking the dog – Majority Strongly agree
- No dogs allowed in indoor/covered areas of the City (medical exemptions - Majority Agree

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Appendix Four: Crisis Skylight email and signatory list

“Dear Sirs

We are responding to this consultation as a group of organisations and individuals who work with homeless people or are concerned about homelessness in Oxford. We are sending this consultation response by email as we do not consider the tick boxes given on the online questionnaire to be sufficient to give our considered view on these important issues

Rough Sleeping

We are very concerned that, as part of the consultation on the new proposed Public Spaces Protection Order, Oxford City Council appears to be considering banning or further restricting rough sleeping. While we appreciate that no specific plans have been announced, we believe that any such policy would be particularly ill thought out and likely to be counter-productive.

We do appreciate that Oxford residents and businesses can experience problems from rough sleeping in the city centre. It is also to be welcomed that the reasons the council uses to defend their proposals include a commitment to outreach work and an acknowledgement that, wherever possible, rough sleepers should be supported into hostels and other services. However, we simply do not see how making rough sleeping a criminal offence will contribute to the council’s aim of ‘reducing rough sleeping to as near zero as we can achieve.’

We believe that any such ban or further restriction would be ill-conceived for the following reasons:

- Moving rough sleepers out of the designated area with the threat of criminal charges will only result in them moving to another location, which could include moving out of sight and away from services. It will not help them to resolve their homelessness, nor will it be a constructive way to encourage them to engage with services.
- Imposing fines on rough sleepers which they have no possible way of paying is an ultimately pointless exercise, and giving extremely vulnerable people a criminal record could jeopardise their chances of recovery.
- It is likely to antagonise a range of voluntary and statutory bodies which work with rough sleeping and will damage their relationships with Oxford City Council.
- The police and the council already have extensive powers to deal with any criminal and anti-social behaviour by rough sleepers, so new legislation is unnecessary.

We reject the notion that underpins this proposal and suggests that rough sleeping and particularly vulnerability is in some instance a “life style” choice - which needs enforcement action taken against it. We believe instead it is a situation which requires society and statutory and voluntary agencies to actively work together to engage the individuals involved as quickly as possible and then provide a holistic

package of support for as long as is necessary to help them out of homelessness and back into society.

We do not believe that criminalising the act of rough sleeping has any benefits at all for the individuals concerned, for the local community, for society at large or for any other statutory or voluntary agency working to tackle rough sleeping and help the individuals involved in Oxford.

‘Persistent’ begging

We are also concerned that, as part of the consultation on the new proposed Public Spaces Protection Order, Oxford City Council appears to be considering banning or further restricting begging.

We believe that such a ban on begging would be ill-conceived for the following reasons:

- People who beg are some of the most vulnerable in our society and begging is a sign of deeper rooted problems, including homelessness, mental health and addiction problems.
- Though there is little evidence or research available on the people who beg, we know that the majority sleep rough or live in hostels and night shelters.
- We do not condone aggressive or threatening behaviour. However, homeless people are actually more likely to be the victims of violent crime than the perpetrators – with homeless people 13 times more likely to be a victim of violent crime than the general public.

We are also unclear as to why the focus is on “persistent” begging—as begging may be persistent without being in any way aggressive or threatening. As with rough sleeping, we believe that banning begging could criminalise vulnerable people, lead to fines being levied which cannot be paid (except, perhaps, through further begging) and displace vulnerable people away from services which can support them. Ultimately, the solution lies in society and statutory and voluntary agencies to actively working together to engage the individuals involved as quickly as possible and then provide a holistic package of support for as long as is necessary to help them until their issues have been addressed and they no longer turn to begging.

Signed

Organisations

Crisis, Crisis Skylight Oxford, Aspire Oxford, Emmaus Oxford, Affordable Oxford, On Your Doorstep (Oxford University Students Union), The Gatehouse”

Subsequent additional organisations:

North Oxford Action Against Homelessness, The Big Issue Foundation, Homeless Link, Oxford Homeless Pathways

Appendix Five: Consultation engagement methods

The Consultation involved:

- Letters to all businesses within the city centre (over 3000 letters)
- Letters to the Universities within the city centre
- Letters to the residents in the city centre (as per businesses)
- Public consultation on the street by city centre Ambassadors - to capture the opinion of the transient population (tourists etc) using a 1000 business cards.
- Representation at key forums – NAGS, business meetings and resident associations
- Media – Press release given to Oxford Mail in first week of March. This release is a continuation of a number of PSPO press releases since the new powers were released.
- Social media –released on Twitter
- Webpage – full details placed on the council website
- Buskers and street entertainers- City centre Ambassadors and Community Response Officers have approached a number of buskers.
- BBC Radio Oxford – Cllr Dee Sinclair (Board Member for Crime) took part in a radio discussion programme about the PSPO.
- Discussions with Area Commander Thames Valley Police and the Police Crime Commissioner's office
- 1000 registered members of eConsult contacted

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Appendix Six: City Centre Public Spaces Protection Order Risk Assessment

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
City Centre Public Spaces Protection Order	Multi agency enforcement	Lack of enforcement officers	Financial cutbacks in police and council	Ineffective legislation and negative public feedback	30th March 2015	Daryl Edmunds	4	2	4	2	2	2	Delegation of PSPO enforcement powers to the City Centre Ambassadors will ensure consistent presence and enforcement	Ambassadors will be trained by the ASB service to enforce in accordance with the Oxford City Council's ASB Enforcement Policy	11th June 2015	On-going		Simon manton / Laure Taylor
City Centre Public Spaces Protection Order	Negative public perception due to negative press	Council reputation	Lack of clear communication over the introduction and management of the PSPO	Negative reputation of council	30th March 2015	Daryl Edmunds	3	3	3	3	2	2	Regular press briefings will continue to be managed through the council media office	Regular clear positive press briefings explaining ethos of council	11th June 2015	On-going		Chafhomba Sithole / Daryl Edmunds
City Centre Public Spaces Protection Order	Council reputation with regard to zealous enforcement and targetting vulnerable members of society	Council reputation	Mismangement of enforcement of the PSPO	Negative reputation of council, wasted resources, failure of prosecutions.	30th March 2015	Daryl Edmunds	4	3	3	3	2	2	Enforcement policy is being written in line with the ethos of Oxford City Council	Strong management of staff in accordance with Oxford City Councils ASB Enforcement Policy	11th June 2015	On-going		Daryl Edmunds / Richard adams

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Form to be used for the Full Equalities Impact Assessment

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Service Area: Community Services		Section: Community Safety	Date of Initial assessment: 5 th January 2015	Key Person responsible for assessment: Richard Adams	Date assessment commenced: 5 th August 2015		
Name of Policy to be assessed:			City Centre Public Spaces Protection Order				
1. In what area are there concerns that the policy could have a differential impact			<i>Race</i>		<i>Disability</i>		<i>Age</i>
			<i>Gender reassignment</i>		<i>Religion or Belief</i>		<i>Sexual Orientation</i>
			<i>Sex</i>		<i>Pregnancy and Maternity</i>		<i>Marriage & Civil Partnership</i>
Other strategic/ equalities considerations			<i>Safeguarding/ Welfare of Children and vulnerable adults</i>		<i>Mental Wellbeing/ Community Resilience</i>		
2. Background: Give the background information to the policy and the perceived problems with the policy which are the reason for the Impact Assessment.			<p>Oxford City Council is proposing to introduce a City Centre PSPO restricting a number of behaviours within the city centre. A breach of the order is a criminal offence that can result in the offender being reported to the court or the breach being discharged through a £100 Fixed Penalty Notice.</p> <p>Restrictions on the proposed behaviours may have an impact on protected characteristics or other strategic equalities considerations, in particular the safeguarding of children and vulnerable adults, mental well-being and community resilience, and disability. The impact on all factors has been considered.</p>				

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

	<p>The assessment makes due regard to whether implementation of the order will:</p> <ul style="list-style-type: none"> • Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equalities Act; • Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; • Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
<p>3. Methodology and Sources of Data:</p> <p>The methods used to collect data and what sources of data</p>	<p>Data used to identify the types of behaviours within the proposed PSPO has come from the City Council and police databases. The datasets indicate the number of reports from members of the public and officers who have witnessed the behaviours.</p> <p>Use of the PSPO powers and advice given will be recorded in pocket note books and on council databases. The information will be analysed to determine whether the implementation of the powers has had a disproportionate effect upon the equality factors.</p>
<p>4. Consultation</p> <p>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 	<p>Implementation of a Public Spaces Protection Order requires public consultation as set out in the Anti-Social Behaviour Crime and Policing Act 2014. The consultation methodology was approved by the city council’s Public Involvement Board.</p> <p>Consultation responses gave rise to concerns over:</p> <ul style="list-style-type: none"> ▪ Begging ▪ Sleeping in toilets ▪ Drinking alcohol in a public place <p>Consultation responses did not raise concerns over:</p> <ul style="list-style-type: none"> ▪ Urinating or defecating in public places ▪ Cycling in prohibited areas ▪ Nuisance behaviours relating to noise ▪ Illegal street trading ▪ Graffiti ▪ Control of dogs <p>Please refer to the consultation report at appendix two of the City Centre PSPO CEB report.</p>

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Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

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to do next			
<p>5. Assessment of Impact: Provide details of the assessment of the policy on the six primary equality strands. There may have been other groups or individuals that you considered. Please also consider whether the policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults</p>	<p>Begging A case management panel of officers from the police, city council and outreach team meet on a monthly basis to discuss individuals who beg in the city centre. The support needs of each individual are considered including their housing situation, physical and mental health needs. Their offending behaviour is assessed and an appropriate plan put in place to move people off the streets and into accommodation and support.</p> <p>Where engagement with the large number of local support services fails, enforcement action may be taken as determined by the panel. This approach balances the needs of the individual, principally substance misuse, physical and mental health concerns, with the need to tackle anti-social behaviour, respond effectively to complaints from the public and take action against illegal activities.</p> <p>Research commissioned by the city council in 2012 supported the conclusion from other national research that the majority of money from begging is spent on drugs and alcohol. Very little is spent on shelter or food.</p> <p>None of the people case managed by the panel has been, or is, a child. Any child identified would be dealt with under the police and council's safeguarding policies.</p>		
	Race	Disability	Age
	Neutral	Negative Mental health considerations will be taken into account by officers.	Positive Young people will be referred into safeguarding mechanisms.
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
Sex	Pregnancy and Maternity	Marriage & Civil Partnership	
Neutral	Neutral	Neutral	

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<p>Inappropriate use of public toilets. The common behaviours regarding the inappropriate use of public toilets fall into three categories: drug misuse, alcohol misuse and sleeping or suspected sexual activity. Public toilets within the city centre are designed as gender-neutral single toilet access or male/female cubicles. The single toilet access blocks enable a person to lock themselves in the toilet for long periods of time. Drug users and alcoholics often have physical and mental health needs. Toilets provide facilities for a drug user including clean water, adequate lighting, warmth and privacy. City council cleansing staff regularly find discarded needles and alcohol containers in the toilets, and have difficulty removing people who have locked themselves in. Public toilets are not a suitable place for drug users and alcoholics to use to support their addictions. They may fall unconscious or overdose. Clients have easy access to a wide range of support services including GPs, rehabilitation and hostels with “wet” facilities, some within 200m of the toilet block.</p>		
<p>Race Neutral</p>	<p>Disability Positive Disabled people will be able to access clean toilets.</p>	<p>Age Neutral</p>
<p>Gender reassignment Neutral</p>	<p>Religion or Belief Neutral</p>	<p>Sexual Orientation Neutral</p>
<p>Sex Neutral</p>	<p>Pregnancy and Maternity Positive Parents with infants can access clean baby-changing facilities.</p>	<p>Marriage & Civil Partnership Neutral</p>
<p>Urinating or defecating in public places</p>		

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

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<p>Police data shows that the level of defecation in a public places happens relatively infrequently. Urination is commonly linked to the consumption of alcohol, whether in the evening economy from revellers leaving pubs and clubs, or people drinking alcohol in public areas. Toilet facilities are available for any person with an equalities consideration, whether during the day through the use of public toilets or cafés and restaurants, and during the evening with pubs and clubs having to provide toilet facilities.</p> <p>People with very complex mental or physical health issues may have reasonable excuse, a provision built into the PSPO. This would be assessed on a case by case basis and the situation would be very rare. Urination and defecation in a public place is a public health risk.</p>		
<p>Race Neutral</p>	<p>Disability Neutral</p>	<p>Age Neutral</p>
<p>Gender reassignment Neutral</p>	<p>Religion or Belief Neutral</p>	<p>Sexual Orientation Neutral</p>
<p>Sex Neutral</p>	<p>Pregnancy and Maternity Neutral</p>	<p>Marriage & Civil Partnership Neutral</p>
<p>Cycling in prohibited areas This behaviour supports the existing traffic control order in Queen Street and Cornmarket Street. Disability considerations would be made on a case by case basis as there is no evidence to suggest disability would be affected by the order.</p>		
<p>Race Neutral</p>	<p>Disability Neutral</p>	<p>Age Neutral</p>

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

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	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral
<p>Nuisance behaviours relating to noise Noise nuisance in the city is caused by amplified or intrusive noise, including music and building work. The PSPO takes an even handed approach towards music noise, supporting the Code of Conduct that all buskers are expected to adhere to.</p> <p>If there is a language barrier, the person has a disability or cannot read officers will engage with the busker and explain the Code. If the Code is not adhered to officers will move the person onto the next available pitch or require them to turn down their music. No-one under the age of 16 should busk in the city centre without a parent or guardian. Children busking will be engaged with and the appropriate adult spoken to.</p> <p>Building works fall outside of the PSPO and are dealt with through the city council’s Environmental Health Service.</p>			
	Race	Disability	Age
	Neutral	Negative Lack of understanding of Code of Conduct.	Positive For under-16s officers will speak to the parent or guardian
	Gender reassignment	Religion or Belief	Sexual Orientation
	Neutral	Neutral	Neutral
	Sex	Pregnancy and Maternity	Marriage & Civil Partnership
	Neutral	Neutral	Neutral

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

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<p>Illegal street trading During peak holiday seasons the city centre experiences many traders pertaining to be pedlars, yet are illegally street trading.</p> <p>The PSPO takes an even handed approach towards peddling, supporting the Code of Conduct that all pedlars are expected to adhere to. If there is a language barrier, the person has a disability or cannot read officers will engage with the busker and explain the Code. If the Code is not adhered to officers will warn them that they are in breach of the PSPO. Children under-18 will be engaged with and the appropriate adult spoken to.</p>		
<p>Race Neutral</p>	<p>Disability Neutral</p>	<p>Age Positive For under-18s officers will speak to the parent or guardian</p>
<p>Gender reassignment Neutral</p>	<p>Religion or Belief Neutral</p>	<p>Sexual Orientation Neutral</p>
<p>Sex Neutral</p>	<p>Pregnancy and Maternity Neutral</p>	<p>Marriage & Civil Partnership Neutral</p>
<p>Drinking alcohol in a public place It is currently an offence to drink alcohol in a public place in Oxford if asked by a police officer not to do so. Incidents of street drinking take place during the evening economy period from revellers leaving pubs and clubs, or people drinking alcohol in public areas during the day.</p> <p>If necessary there is easy access to a wide range of support services including GPs, rehabilitation and hostels with “wet” facilities. Safeguarding issues are dealt with through agencies established safeguarding practices and referrals into appropriate support agencies.</p> <p>Anyone under-18 found drinking alcohol in committing an offence and the police will take appropriate</p>		

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

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	action in line with their safeguarding responsibilities.		
	Race Neutral	Disability Negative Mental health considerations will be taken into account by officers.	Age Positive Young people will be referred into safeguarding mechanisms.
	Gender reassignment Neutral	Religion or Belief Neutral	Sexual Orientation Neutral
	Sex Neutral	Pregnancy and Maternity Positive Pregnant women will be referred into safeguarding mechanisms.	Marriage & Civil Partnership Neutral
	<p>Control of dogs</p> <p>The provisions of the PSPO relating to the control of dogs does not apply to any person who is registered blind in accordance with section 29 of The National Assistance Act 1948, to any person who is deaf and in charge of a dog trained by Hearing Dogs for Deaf People and to any person suffering a disability and in charge of a dog trained to assist with his/her mobility, manual dexterity, physical coordination or ability to lift and carry everyday objects and the said dog has been trained by a prescribed charity.</p> <p>The most common complaint relating to dogs is fouling of the footpath and the associated public health risks. This is particularly difficult to control if the owner does not have the dog on a lead.</p> <p>Any mental health considerations will be dealt with on a case by case basis.</p>		
Race	Disability	Age	

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

	Neutral	Negative Mental health considerations will be taken into account by officers.	Neutral
	Gender reassignment Neutral	Religion or Belief Neutral	Sexual Orientation Neutral
	Sex Neutral	Pregnancy and Maternity Neutral	Marriage & Civil Partnership Neutral
<p>6. Consideration of Measures:</p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>Mitigations relating to each of the proposed behaviours are detailed in the preceding section. Concerns relating to children are dealt with through each agency safeguarding policies and procedures. Prohibitions on behaviours that affect clients with complex physical and mental needs are mitigated through access to appropriate services, with trained staff skilled at dealing with the needs of the client group.</p> <p>All cases will be dealt with on their individual merits and the PSPO has written into it the test of “reasonable excuse”, providing an exemption from the order if the excuse for the behaviour is reasonable.</p> <p>Oxford City Council has a strong record of supporting people who are vulnerable and at risk of becoming homeless. Through the No Second Night Out project, the council funds services that assist individuals into appropriate accommodation and that work with homeless individuals to access education, training and employment. The Council’s current financial investment in homeless prevention totals £1.4m p.a.</p> <p>Oxford is one of nine areas in the country that was selected to take part in the Making Every Adult Matter (MEAM) project designed to improve outcomes and interventions for people with multiple needs. Since August 2014 clients who are hard to engage, live chaotic lives and have a multitude of support needs have been identified by services within the homelessness, mental health, substance misuse and criminal justice services. Clients are ‘case conferenced’ in order to put sustainable</p>		

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Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

	<p>support in place for each individual and enable him/her to receive the services and support that they need to stabilise their lives.</p> <p>The Tenants At Risk meeting is managed by the City Council and brings together agencies including floating support services, housing associations and hostels. The meeting identifies individuals that may be struggling with sustaining their tenancies and are at risk of being evicted. The aim is for support agencies around the table to make sure relevant support is put in place for the individuals in order to ensure they do not lose their tenancies and become homeless.</p>
<p>6a. Monitoring Arrangements:</p> <p>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>The multi-agency case management panel will continue to assess the use of all enforcement actions, first taking into consideration the support needs of the individual.</p> <p>Advice, warnings and enforcement of the PSPO will be logged in pocket notebooks and council and police databases.</p> <p>The City Centre PSPO will be referred to the scrutiny panel for monitoring purposes.</p>
<p>7. Date reported and signed off by City Executive Board:</p>	<p>October 2015</p>
<p>8. Conclusions:</p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>The introduction of the city centre PSPO will impact on the lives of people who live, work and visit the city. The proposed restrictions will impact positively on people whose protective characteristics are impacted upon by the anti-social behaviour the order is designed to address. For example, pregnant women and disabled people can be denied access to facilities they need. Young people in breach of the order will be referred through safeguarding arrangements when appropriate. Mental health considerations are assessed on a case by case basis and support and early intervention is used prior to more serious enforcement action. This approach is detailed in Oxford City Council's Anti-Social Behaviour Policy, available on the council's website.</p>

Appendix 7: Oxford City Centre Public Spaces Protection Order – Equalities Impact Assessment

9. Are there implications for the Service Plans?	YES	10. Date the Service Plans will be updated	November 2015	11. Date copy sent to Equalities Officer in HR & Facilities	5 th August 2015
13. Date reported to Scrutiny and Executive Board:	October 2015	14. Date reported to City Executive Board:	October 2015	12. The date the report on EqIA will be published	October 2015



Signed (completing officer)

Signed (Lead Officer)



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Please list the team members and service areas that were involved in this process:

Jarlath Brine, Organisational Development & Learning Advisor
 Richard Adams, Service Manager
 Jeremy Thomas, Head of Legal Services

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To: City Executive Board

Date: 15 October, 2015

Report of: Head of Law and Governance

Title of Report: City Centre Public Spaces Protection Order (PSPO)
(Supplementary Report)

Summary and Recommendations

Purpose of report: To present representations from Liberty on the proposed PSPO and provide a response to them.

Key decision: No

Executive lead member: Cllr Dee Sinclair

Policy Framework: Corporate Plan priorities – strong active communities; Cleaner, Greener Oxford

Recommendation(s): That the Board have regard to the matters set out in this Report in considering whether to approve the City Centre PSPO proposed by the Report of the Executive Director, Community Services at Agenda Item 7 and agree to revise the proposed Order, to replace the word 'make' in the first bullet point of Prohibition 1(f) with 'complete'.

Appendices

Appendix 1: Letter dated 9 October 2015 from Liberty.

Appendix 2: Letter dated 14 October 2015 from Peter Sloman

Background

1. A City Centre PSPO was originally proposed to CEB in June 2015. Consideration was deferred following the receipt of representations by Liberty on the day of the meeting.
2. Since June, in discussion with Members, the terms of the proposed PSPO have changed significantly. The proposed Order now focuses entirely on behaviour which is anti-social. The report presented at Agenda Item 7 ('the Report') has consequently been re-drafted and is not the same report which was on the agenda for the June CEB meeting.
3. Following publication of the Report, I provided a copy to Liberty and sought their views on it. I discussed the Report with their Solicitor on 6 October and invited her to put any residual concerns in writing in order that I could present them to the Board. Those concerns are set out in a letter dated 9 October which is attached at Appendix 1.

Response to Liberty letter

4. The letter raises concerns in respect of the proposed provisions for begging, public toilets and busking. Liberty's concerns are threefold.
5. Firstly, they submit that there is insufficient evidence of detrimental effect. This is denied. The Report sets out the detrimental effect of aggressive begging, remaining in a public toilet without reasonable excuse and nuisance street entertainment and this evidence does not solely consist of consultation responses.
6. Liberty make several submissions in respect of the proper use and interpretation of consultation responses. All of those points may be easily dealt with as the entirety of the consultation responses are set out for the Board at Appendix 3 to the Report and the Board should have regard to all of that material. The Board is not obliged to follow the majority opinion (whether for or against a particular prohibition) but must give conscientious consideration to the entirety of the responses.
7. Liberty submit that the detrimental effects in relation to remaining in a public toilet without reasonable excuse do not relate to the proposed prohibition. This is denied. All of the detrimental effects cited, e.g. drug misuse, would be capable of being enforced against by the terms of the proposed Order. They are, therefore, relevant.
8. The second concern relates to the issue of proportionality in relation to begging. Liberty submit that, because the Report does not say why the Vagrancy Act 1824 is inadequate to address begging, the Board cannot be satisfied that the PSPO is the least intrusive means of addressing the problem. This is denied. The Vagrancy Act criminalises begging *per se*, whilst the draft PSPO proposes a restriction merely in respect of aggressive begging. They are directed at different offences. In any

event, 'criminalising' aggressive begging (by breach of the proposed PSPO) is no more intrusive an interference of Convention rights than the existing criminal offence of begging *per se*.

9. The third concern relates to the breadth of the terms of the PSPO. The Board will note that the terms of the proposed Order have narrowed considerably compared to the June Report and that a further amendment to the terms of the prohibition on aggressive begging is proposed so that the word 'reasonably' is inserted to introduce an element of objectivity to the prohibition.
10. It is not accepted that the concepts of 'reasonable excuse' and 'nuisance' are imprecise or vague. They do not require further elucidation or definition. Whether or not they are made out will be a question of fact in each case. That is true of any enforcement activity however. Every prohibition or offence which exists in our society requires the application of the facts to the terms of the prohibition or offence. Enforcement will only be carried out by a small number of trained Officers applying an existing enforcement code which promotes the resolution of complaints at the lowest possible level.
11. It has been suggested that the Council will not issue fixed penalty notices (FPN's) for aggressive begging. Such a stance is inconsistent with the adoption of the PSPO. If the Board are not content to countenance the issue of FPN's for aggressive begging then that prohibition should not be adopted as proposed. The Chief Executive has written to all Councillors to clarify that point and his letter is attached as Appendix 2.
12. Finally, there is an error on the face of the draft Order. In the first bullet point of Prohibition 1(f) there is an exception for pedlars to 'make' a transaction. This should be to 'complete' a transaction. The Board are recommended to agree this correction if they adopt the proposed Order.

Name and contact details of author:-

Name Jeremy Thomas
Job title – Head of Law & Governance
Service Area / Department - Law & Governance
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List of background papers: None

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09 October 2015

Dear Sirs,

Proposed Public Spaces Protection Order

I write in relation to your proposed Public Spaces Protection Order ('PSPO'), as contained within the report prepared by your Executive Director of Community Services for the meeting of the City Executive Board on 15 October 2015. As you may be aware, I had the very useful opportunity to discuss the terms of the PSPO with your Jeremy Thomas and Richard Adams by telephone on 6 October, for which I am grateful. As requested during that telephone call, the purpose of this letter is to express Liberty's concerns regarding the proposed PSPO in writing, and we would be grateful if you would consider this letter prior to the Board meeting on 15 October 2015. Please note that this letter is not a comprehensive account of our concerns; it focuses on the most pressing issues.

In summary, we acknowledge that there has been some limited improvement to the terms of the PSPO since the version published in June and that the Council has attempted to address some of the issues raised within the legal opinion that we sent to you at that time. However, Liberty remains deeply concerned regarding the contents of the proposed PSPO and its legality if passed. In particular, the provisions relating to begging, public toilets and busking are insufficiently evidenced, unjustified and disproportionate. We urge you not to bring them into force.

1. Insufficient evidence of detrimental effect

As you know, you are required by s.59 of the Anti-social Behaviour, Crime and Policing Act 2014 to be satisfied on reasonable grounds that the activities which are to be proscribed by the PSPO have had, or are likely to have, a detrimental effect on the quality of life of those in the locality. The Report purports to provide new evidence on detrimental effect. In reality, it largely refers back to the original consultation responses in incomplete terms.

For example:

- Most of the detrimental effects listed in relation to the intended prohibition on remaining in a public toilet without reasonable excuse actually relate to other issues – alcohol misuse, drug misuse, arson and vandalism in public toilets. They would be relevant evidence of detrimental effect for a PSPO which was targeted at those activities. The proposed PSPO is, however, much broader and non-specific.
- At paragraph 42, in relation to the proposed prohibition of ‘aggressive’ begging, the Report relies on the fact that 40% of respondents to the Council’s online survey said that they have been “*affected*” by begging in the City. However, this ignores the fact that the survey did not ask whether respondents had been detrimentally affected – they were simply asked whether they had “*been affected*”. The wording of the survey question could well have led respondents to answer ‘yes’ to this question simply on the basis that they had been asked for money by someone begging in Oxford; they may have been perfectly comfortable with the approach and may not have considered themselves to have been detrimentally affected at all.
- Paragraph 42 also fails to note the fact that 54% of survey respondents stated that the Council should not seek to prohibit persistent begging through a PSPO. Paragraph 46 fails to note that 48% stated that sleeping in toilets should not be prohibited (only 33% were of the contrary opinion) and paragraph 60 fails to mention that 53% of survey respondents believed that busking and street entertainment should not be prohibited in a PSPO. It is doubtful whether you can reasonably be satisfied, in the face of such clear public opposition and on the basis of the very limited information in the Report, that there is sufficient detrimental effect to justify the provisions of the proposed PSPO.

2. Insufficient consideration of alternative and / or existing measures

You are required by s.59 of the 2014 Act only to impose PSPO requirements that it is reasonable to impose. In our opinion, it will clearly not be reasonable to impose requirements that are sufficiently, and indeed more effectively, addressed by other existing powers.

You are also required by the Human Rights Act 1998 not to interfere disproportionately with rights protected by the European Convention on Human Rights. We set out in the earlier legal opinion the basis on which we consider that fundamental rights are engaged by the proposed PSPO and, for the sake of brevity, do not repeat those reasons here. It is trite law that any consideration of proportionality in this context requires consideration as to whether the interference with the right is the least intrusive means of achieving the particular aim of the interference (see paragraph 48 of our counsel’s legal opinion for the relevant authorities).

It follows that you must be satisfied that existing measures of achieving the purported aims of the PSPO are inadequate before you are able to pass a PSPO that meets the statutory criteria and is compliant with your human rights obligations.

You have insufficient evidence before you in this regard, namely:

- The Report does not set out why the existing powers available under the Vagrancy Act 1824 are inadequate to address any problems relating to begging. It notes, at paragraph 35, that there have been 41 arrests or voluntary interviews for begging under the 1824 Act

in a one year period. It does not provide any information as to the outcome of these arrests or interviews; in particular, there is no evidence before you as to how many of these cases resulted in charges being brought and / or successful prosecutions. Without any analysis as to how the Vagrancy Act powers are currently being used, you are simply not in a position reasonably to be satisfied that additional powers are needed.

- We note, in this regard, that you have pursued individualised anti-social behaviour measures against individual homeless people in the past, including in relation to begging near cash machines. For example, it was reported in the Oxford Mail on 22 June 2015 that Oxford Magistrates' Court had considered the case of Mark Smith, a 38 year old homeless man who admitted persistently begging in a public place and breaching an antisocial behaviour order ('ASBO') which prohibited him from sitting within 10 metres of a cash machine. Mr Smith was sentenced to 30 days in prison and ordered to pay a £150 Criminal Courts Charge.¹ The Report simply does not give any such examples, or explain why existing powers are insufficient.
- The Report also fails to note a crucial distinction between the disposals available at Court under the Vagrancy Act and those available under the PSPO. Prosecution for an offence committed under the Vagrancy Act can give rise to the imposition of a community sentence as an alternative to a fine or sentence of imprisonment. Prosecution for breaching a PSPO cannot, other than in the most exceptional circumstances, lead to the imposition of a community sentence². It is therefore a much less appropriate means of intervention if the intention is to deal with the root causes of offending behaviour.
- The Report mentions, at paragraph 43, the problems that have already been experienced in relation to the proper use of public toilets: substance misuse, vandalism and sleeping. The former two issues are, of course, already criminal offences. There is no analysis within the Report as to whether enforcement action has already been taken, under existing laws, against such activities.
- Paragraph 45 of the Report also states that existing dispersal powers have already been used in the area of a toilet block in order to deal with the issues which the PSPO is aimed towards. Again, there is no analysis available as to the effect that the dispersal power had on this occasion, or in what way this existing power is insufficient.
- I understand from my aforementioned conversation with your officers on 6 October that you intend to carry out a consultative review of the Busking Code of Conduct over the next few months, and that you hope to engage with buskers, street entertainers and other stakeholders in an attempt to address any issues around nuisance busking without resorting to criminal sanctions. In these circumstances, it would seem patently disproportionate to include a provision against nuisance busking in a PSPO at this stage. The prospects of positive and constructive engagement with relevant stakeholders will surely be significantly harmed by such a measure. Consultation and engagement should come before the criminalisation of such activities in a PSPO, which may ultimately prove unnecessary.

¹http://www.oxfordmail.co.uk/news/13344056.Scales_of_Justice_16_cases_heard_at_Oxford_Magistrates_Court/

² ss.150A and 151 of the Criminal Justice Act 2003

3. Disproportionate breadth of PSPO terms

Our counsel also set out in our earlier legal opinion our concerns regarding the breadth of the PSPO, as it was then worded. Our concerns have not been addressed by the amended provisions. The provision relating to aggressive begging is currently drafted in entirely subjective terms. On the face of the current provision, anyone's perception of 'intimidating' or 'aggressive' behaviour, however sensitive or unreasonable, will be enough to justify enforcement action under the PSPO. This is clearly overbroad and disproportionate. Similarly, it is very unclear what kind of reason for being in a public toilet will amount to a 'reasonable excuse' under paragraph 1(b) of the proposed PSPO, and there is no objective standard for what will constitute a 'nuisance' under paragraph 1(e). Such vague terms are clearly open to arbitrary enforcement and may, therefore, contravene the Human Rights Act.

Furthermore, the nature of a PSPO is such that very few safeguards will be in place to ensure that criminal sanctions are only applied in appropriate circumstances. If issued with a Fixed Penalty Notice in circumstances where they should not have been (for example, an individual may have a reasonable excuse for sleeping in a toilet, may wish to dispute that they were begging aggressively or may dispute that their busking amounted to a nuisance), they will be faced with a choice between simply paying the fee or attempting to challenge it in the courts; the latter will inevitably involve a risk that they will be convicted. There are strong incentives simply to pay without attempting to raise a defence: a Fixed Penalty Notice will not give rise to a criminal record and is limited to a maximum fine of £150, whereas conviction in the Magistrates' Court will give rise to a criminal record and carries a risk of being fined up to £1,000, in addition to a mandatory Criminal Courts Charge of £520. Realistically, therefore, even if someone has a strong defence the PSPO framework itself will strongly incentivise them not to raise it. Such a framework is inherently unsuitable for the criminalisation of such vague terms as intimidating begging, nuisance street entertainment and being in a toilet without reasonable excuse.

In conclusion, therefore, I would encourage you to give very careful consideration to the points raised above before adopting this PSPO. You cannot properly be satisfied, on the evidence before you, either that it is needed or that it will effectively target the issues that you wish to address. We urge you not to pursue this measure.

Yours faithfully,



Rosie Brighthouse
Solicitor
LIBERTY

Cc: Jeremy Thomas
Richard Adams

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23 October 2015

Dear Councillor

I am writing to you following a lot of questions being asked about the Public Spaces Protection Order report going to the City Executive Board on Thursday.

We have had a letter from Liberty challenging the legality of the Order. Jeremy Thomas, as the Council's Monitoring Officer and lead legal advisor, informed me that the proposed Order may lawfully be adopted. If it is approved by the City Executive Board any interested party can challenge its legality by way of an appeal before it comes into force.

Jeremy is presenting a supplementary report to the Board to answer the issues raised by Liberty. It will be important that the Board makes a decision on the Order based on the information in the reports before it.

I understand that a Council posting on Change.org last week stated the Council would not impose a Fixed Penalty Notice for aggressively begging. That is not correct. The aim of the release was to correctly say our approaches would be to:

- Deter anti-social behaviour;
- Seek to change individual behaviours to avoid action;
- Connect people with help and support.

However, it is important to be clear that the proposed Order would enable the Council, if none of this has worked to either:

- Report the offense to the police;
- Issue a fixed penalty notice;
- Prosecute in the Magistrates Court.

In Court we would normally ask for an Order directing the individual to engage with support services to help deal with the underlying problem, but that Court does charge a court fee and could decide to issue a fine.

I do not want the Board to agree the Order but misunderstand the financial penalties which could follow from an aggressive begging offence. Our desire would be

prevention, positive help and encouragement of behaviour change but fines, penalties and court charges could end up being applied.

In terms of how the policy would be enforced our anti-social behaviour policy states:

- *Enforcement action must be proportionate and fair;*
- *We will seek to resolve cases at the lowest level of intervention;*
- *We will only take enforcement action when behaviour is serious or persistent or where people's health and safety is threatened.*

I am sorry if our statement to Change.org was misleading. There is a correct statement to the public on our website and the matter is covered in the supplementary report.

With best wishes

A handwritten signature in blue ink that reads "Peter Sloman". Below the signature is a long, horizontal blue line that tapers at both ends, serving as a decorative underline.

Peter Sloman
Chief Executive

DRAFT MINUTES – EXTRACT

City Executive Board – 15 October 2015

Minute item 90: City Centre Public Space Protection Order

The Executive Director Community Services submitted a report (previously circulated, now appended) which detailed the consultation regarding a Public Spaces Protection Order for the city centre, and sought approval of a draft Order.

Cllr Sinclair, Executive Board Member for Crime, Community Safety and Licensing presented the report. She reminded the Board that the current draft PSPO was the result of a long period of intense scrutiny from early 2015 and that it had been revised following robust and thorough review and in response to representations.

The Environmental Protection Service Manager highlighted the main points of the report. He explained that it addressed each of the proposed prohibitions and offered evidence for its inclusion and commented on how the offence would be enforced.

The Head of Law and Governance briefed the Board on the supplementary report (previously circulated, now appended) which addressed the representations submitted by Liberty in their letter of 9 October 2015. The report also clarified the Council's intentions with regard to the issue of Fixed Penalty Notices (FPNs) for aggressive begging and detailed a proposed correction to the draft Order by replacing "make" with "complete" in Prohibition 1f).

The Chief Executive advised the Board that a representation had been received that afternoon from the University of Oxford stating that they did not wish the boundaries of the PSPO to include any University land. He informed the Board that the University had been one of the 3000 landowners consulted. He indicated that some of the prohibitions in the draft PSPO already had effect on University land. He recommended that, if the Board were minded to approve the PSPO, they should do so in its present form and task officers to speak to university/college landowners about the practical implementation and enforcement of it.

The Chief Executive said that he had personally spoken to front line Council staff to understand the sort of issues they faced in dealing with anti-social behaviour in the city centre. Based on their comments and on his own personal observations of incidents in the city centre he was confident that the powers afforded to the Council under the PSPO were necessary. He said that in the majority of cases the Council's enforcement code was the starting point to changing behaviours and addressing the underlying problems which caused that behaviour. The PSPO would provide Council officers with stronger powers to deal with the minority of cases who rejected the offers of support from the Council and other local organisations. He assured the Board that the effectiveness of the PSPO would be subject to close scrutiny and monitoring.

Cllr Gant, Chair of the Scrutiny City Centre PSPO Panel, presented the report of the Scrutiny Panel (previously circulated, now appended). He explained that the Panel

had met on 5 October 2015 to consider the draft PSPO and that the Panel's conclusions had been presented to the Scrutiny Committee on 6 October 2015. He noted the City Executive Board responses to the Scrutiny Committee recommendations and reminded the Board that both the Scrutiny Panel and Committee had failed to reach a consensus with regard to Sections 1a and 1e of the draft PSPO. He said that due to time constraints it was regrettable that the Liberty letter had not been received at the time of the Panel or the Scrutiny Committee meetings.

Cllr Fooks, commenting on behalf of the Liberal Democrat Group, made the following points:

- Anti-social behaviour in the city centre needed to be addressed but was the introduction of a PSPO the most appropriate measure
- The Board should give full consideration to the points raised by Liberty as stated in Recommendation 2 from the Scrutiny Committee
- Was it advisable to include busking in the PSPO in advance of the new "code of conduct for busking"?

Cllr Thomas made the following points:

- That vulnerable people would be criminalised not helped as a result of the PSPO
- That the Board should drop the begging component in the draft PSPO

In discussion the Board noted the importance of differentiating between people who were homeless and those who were begging. They heard that the PSPO replaced or updated existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders. Any change to the draft PSPO boundaries would mean that the areas excluded would have no such updated legal regulations in place.

The City Executive Board resolved to:

1. **Agree** to make a Public Spaces Protection Order under S 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 9 'the Act') on the terms set out at Appendix One and subject to the amendments detailed at Recommendation 2, for the area of the city centre shown on the map at Paragraph 28 for the duration of three years from a date to be determined by the Executive Director Community Services by reference to the installation of adequate public signage and statutory notifications in accordance with the Act; and
2. **Agree** to revise the proposed Order, to replace the word 'make' in the first bullet point of Prohibition 1(f) with 'complete' and to insert the word 'reasonably' prior to the word 'perceived' in Prohibition 1(a).

To: City Executive Board

Date: 12 November 2015

Report of: Head of Planning and Regulatory Services

Title of Report: Annual Monitoring Report 2014/15

Summary and Recommendations

Purpose of report: To approve the Annual Monitoring Report for publication.

Key decision? No

Executive lead member: Councillor Alex Hollingsworth

Policy Framework: The Annual Monitoring Report is a statutory requirement providing information as to the implementation of the Council's Local Development Scheme and the extent to which the policies set out in the Council's Local Plan and Supplementary Planning Documents are being achieved. The scope of those policies is wide and encompasses all of the Council's corporate priorities.

Recommendation(s): That the City Executive Board resolves to:

1. Approve the Annual Monitoring Report 2014/15 for publication.
2. Authorise the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.

Appendix 1: Annual Monitoring Report 2014/15

Appendix 2: Risk Assessment

Background

1. The Annual Monitoring Report (AMR) 2014-15 is the City Council's eleventh AMR. It assesses the effectiveness of planning policies contained within Oxford's Local Development Plan. The AMR covers the period 1st April 2014 to 31st March 2015 and is a factual document.

2. Section 113 of the Localism Act requires Local Planning Authorities to publish monitoring reports at least yearly in the interests of transparency. Regulations require this monitoring information to be made available online and in council offices as soon as possible once the information becomes available.
3. The AMR provides feedback to Members, stakeholders and residents on the performance of planning policies and whether the objectives of those policies are being achieved. In doing so, monitoring enables the City Council to respond more quickly to changing priorities and circumstances. In addition, statutory plans are assessed at independent examination on whether the policies are founded on robust and credible evidence, and whether there are clear mechanisms for implementation and monitoring.

Findings of the 2014/15 Annual Monitoring Report

4. The performance of planning policies is monitored using a traffic-light approach. Performance in 2014/15 is summarised in Table 1.

	GREEN Targets and objectives have been met, or data indicates good progress towards meeting them.	AMBER Limited progression towards meeting targets / insufficient information to make an assessment.	RED Data indicates under-performance against targets and objectives.
Vibrant Sustainable Economy	5 (55.5%)	3 (33.5%)	1 (11%)
Meeting Housing Needs	8 (61.5%)	4 (30.5%)	1 (8%)
Strong Active Communities	5 (62.5%)	3 (37.5%)	0 (0%)
Cleaner Greener Oxford	11 (92%)	1 (8%)	0 (0%)

Table 1: Summary of performance against targets 2014/15

5. Overall performance in 2014/15 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.
6. One economic indicator scored red in the 2014/15 monitoring year (Indicator 2). This was due to the permanent loss of a key protected employment site due to national changes to permitted development rights. However, on 28 March 2015 the City Council successfully brought into force an Article 4 Direction which removes the ability to convert these sites to residential uses without the need for planning permission. This should result in the target of no loss of key protected employment sites being met in future monitoring years.
7. In the 2014/15 monitoring year, 332 (net) dwellings were completed in Oxford. This represents a positive increase in comparison to recent years.

8. The dwelling completions from the start of the Core Strategy period (2006) to 2014/15 totalled 3,460. The expected figure was 3,600 dwellings. This is just 140 fewer completed dwellings than might have been expected. This shortfall is expected to be made up within the next few years when completion rates are forecast to increase.
9. 17 affordable dwellings were completed in the 2014/15 monitoring year. Whilst this is disappointing, the situation is expected to improve in future monitoring years as existing planning permissions are built out, particularly on some of the larger sites. Planning permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at Barton Park, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council's own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As more permissions begin to be completed in the next few years they will significantly boost the supply of affordable housing in Oxford.
10. The City Council also received £217,351.60 towards affordable housing provision through s106 agreements in 2014/15. This money will be used to provide affordable homes in the city in line with the City Council's Housing Strategy.
11. Changes to legislation and national policy and guidance mean that it is has been challenging to secure additional affordable homes and financial contributions towards affordable housing through planning permissions in 2014/15 (Indicators 14 and 15). Changes to permitted development rights alone have resulted in a loss of 32 affordable homes that would normally have been secured in 2014/15.
12. Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two Universities should be matched by an equivalent increase in student accommodation. Applications for new or redeveloped academic floorspace will be assessed on this basis. All of the new academic floorspace permitted in 2014/15 (Indicator 6) complied with this requirement.
13. In the 2014/15 monitoring year, Oxford University had 2,910 students living outside of university provided accommodation, within the Core Strategy Target. Oxford Brookes University had 3,451 students living outside of university provided accommodation in 2014/15. This was due to a temporary reduction in the number of university provided accommodation places available, as halls at Harcourt Hill were redeveloped and refurbished, and there was also a drop in the number of places available under the university owned and managed housing scheme. Oxford Brookes has taken steps to resolve these issues by

increasing the number of university provided accommodation places available in the current 2015/16 academic year.

14. Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of the city.
15. Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15 monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015 and work has now commenced on site. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that further reserved matters applications will be submitted during the 2015/16 monitoring year.
16. Good progress was made on producing a range of planning policy documents during the 2014/15 monitoring year. The Northern Gateway Area Action Plan (AAP) was adopted on 20 July 2015. The Diamond Place Supplementary Planning Document (SPD) and a revised Statement of Community Involvement were also adopted on 9 July 2015. Work also commenced on a Design SPD, with initial consultation taking place 27 February to 17 April 2015. Work on this document has continued into 2015/16.

Legal Issues

17. The preparation and publication of the AMR is a statutory requirement.

Financial Implications

18. There are no financial implications arising from this report.

Environmental Impact

19. There are no environmental implications arising from this report, however the AMR does report on environmental issues such as biodiversity, heritage assets and compliance with the Natural Resources Impact Analysis (NRIA) requirements.

Level of Risk

20. A risk assessment has been undertaken and the risk register is attached (Appendix 2). All risks have been mitigated to an acceptable level.

Equalities Impact

21. There are no equalities impacts arising from this report.

Name and contact details of author:-

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Annual Monitoring Report

1 April 2014 - 31 March 2015

Published November 2015



Planning Policy
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Introduction

Delivering a world class city for everyone

- 1.1 The City Council's ambition, developed with partners including local businesses, community organisations, health and education sectors and the County Council, is to make Oxford a world-class city for all its citizens. Planning plays a key role in helping to deliver this, by seeking positive improvements in the quality of Oxford's built, natural and historic environments, as well as in the quality of life of local people. Planning is essential to ensuring that Oxford has the homes, jobs and infrastructure necessary to make this vision a reality.
- 1.2 The Annual Monitoring Report (AMR) reviews how effective our planning policies and processes are in helping to achieve this vision¹. Regularly reviewing the effectiveness of our planning policies helps us to ensure that progress is being made towards achieving our goals. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended, or if wider social, economic or environmental conditions change.

How performance is assessed

- 1.3 Throughout the AMR traffic light symbols are used to summarise performance in relation to targets, and to highlight where action may need to be taken:



Explanation: Targets and objectives have been met or data indicates good progress towards meeting them.

Action: Continue policy implementation as normal.



Explanation: Limited progress towards meeting target or where there is insufficient information to make an assessment.

Action: The policy requires close attention in the next monitoring year.



Explanation: Data indicates under-performance against targets.

Action: Monitor the policy closely during the following monitoring year. Consecutive red scores may indicate that policies require adjusting or replacing because they are not working as intended or are no longer relevant.

¹ The documents that comprise Oxford's Local Plan are listed as Appendix 1.

Key Messages 2014/15

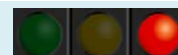
Vibrant Sustainable Economy



5 (55.5%)



3 (33.5%)



1 (11%)

- 1.4 AMR indicators show that planning policies are successfully ensuring that there is a good supply of land to support economic growth up to 2026, and that there is a sustainable distribution of employment opportunities across the city.
- 1.5 Further medical research development was permitted at the Old Road Campus in Headington in May and August 2014, which will help to support Oxford's position as a centre of excellence in this field (Indicator 6). Work on the new Westgate development commenced in February 2015 and this will transform a key part of the city centre, significantly increasing the city's retail offer in line with the West End Area Action Plan (AAP). This will serve to strengthen Oxford's position as a regional retail centre, as well as helping to attract and provide for the needs of tourists. A number of major applications for employment development are also expected in future monitoring years, including the Northern Gateway site.
- 1.6 One economic indicator scored red in the 2014/15 monitoring year (Indicator 2). This was due to the permanent loss of one key protected employment site resulting from national changes to permitted development rights. However, on 28 March 2015 the City Council successfully brought into force an Article 4 Direction which removes the ability to convert these sites to residential uses without the need for planning permission. This should result in the target of no loss of key protected employment sites being met in future monitoring years.

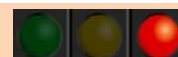
Meeting Housing Needs



8 (61.5%)



4 (30.5%)



1 (8%)

- 1.7 In the 2014/15 monitoring year, 332 (net) dwellings² were completed in Oxford. This represents a positive increase in comparison to recent years.
- 1.8 The cumulative number of dwellings completed in the nine years since the start of the Core Strategy period (2006/07 to 2014/15) is 3,460³ dwellings (net). The cumulative number of completions that might have been expected during this period is 3,600 dwellings. Therefore at the end of 2014/15 there were just 140 fewer completed dwellings than might have been expected. It is anticipated that this will be addressed within the next few years when completions are forecast to increase.
- 1.9 17 affordable dwellings were completed in the 2014/15 monitoring year. Whilst this is disappointing, the situation is expected to improve in future monitoring years as existing planning permissions are built out, particularly on some of the larger sites. Planning

² For the monitoring year 2014/15 this includes 270 C3 residential dwellings, plus student accommodation units equivalent to 62 dwellings in accordance with Planning Practice Guidance, totalling 332 net dwellings.

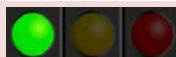
³ Includes a dwelling equivalent figure for student accommodation and C2 care homes, for the years 2013/14 and 2014/15 only, to reflect the changes introduced in the Planning Practice Guidance in 2014.

permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at Barton Park, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council's own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As more permissions begin to be completed in the next few years they will significantly boost the supply of affordable housing in Oxford.

1.10 The City Council also received £217,351.60 towards affordable housing provision through s106 agreements in 2014/15. This money will be used to provide affordable homes in the city in line with the City Council's Housing Strategy.

1.11 Changes to legislation and national policy and guidance mean that it is has been challenging to secure additional affordable homes and financial contributions towards affordable housing through planning permissions in 2014/15 (Indicators 14 and 15). Changes to permitted development rights alone have resulted in a loss of 32 affordable homes that would normally have been secured in 2014/15.

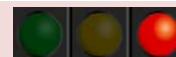
Strong Active Communities



5 (62.5%)



3 (37.5%)



0 (0%)

1.12 Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of Oxford.

1.13 Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15 monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015 and work has now commenced on site. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that further reserved matters applications will be submitted during the 2015/16 monitoring year, including the details for the first residential phase of 237 homes.

Cleaner Greener Oxford



11 (92%)



1 (8%)



0 (0%)

1.14 Oxford's planning policies are continuing to protect and enhance the natural environment, particularly areas of biodiversity importance and public open space. The policies in Oxford's Local Plan are also ensuring that heritage assets are protected for future generations to enjoy.

1.15 Significant progress on the Heritage Plan and Oxford Heritage Asset Register was made during the 2014/15 monitoring year, with both being endorsed by the City Executive Board in April 2015. The View Cones Assessment was also endorsed during the monitoring year and will assist in the process of assessing the impact of development proposals on Oxford's historic skyline.

Efficient and Effective Council

- 1.16 The City Council's Planning and Regulatory Service is working hard to deliver positive change in Oxford's built and natural environments. This includes delivering new planning policy documents to help manage change, working with other local authorities and statutory bodies under the Duty to Cooperate to consider cross-boundary issues (including Oxford's unmet housing need), and arranging developer contributions to help fund infrastructure and affordable housing delivery in the city.
- 1.17 The City Council recognises that effective community engagement is essential to good planning. In 2014/15 work was undertaken to update the Statement of Community Involvement (SCI) to emphasise the City Council's commitment to early community engagement and to reflect changes to legislation and best practice. The revised SCI was adopted in July 2015 following input from local residents and key stakeholders. The revised SCI goes beyond the minimum statutory requirements for consultation and promotes best practice in the delivery of our planning services.
- 1.18 The City Council has also been working to ensure that communities' and customers' needs are put first in the delivery of planning services. The planning policy, development management and technical services teams were awarded Customer Service Excellence accreditation on 1 June 2015 in recognition of this.

A Vibrant, Sustainable Economy

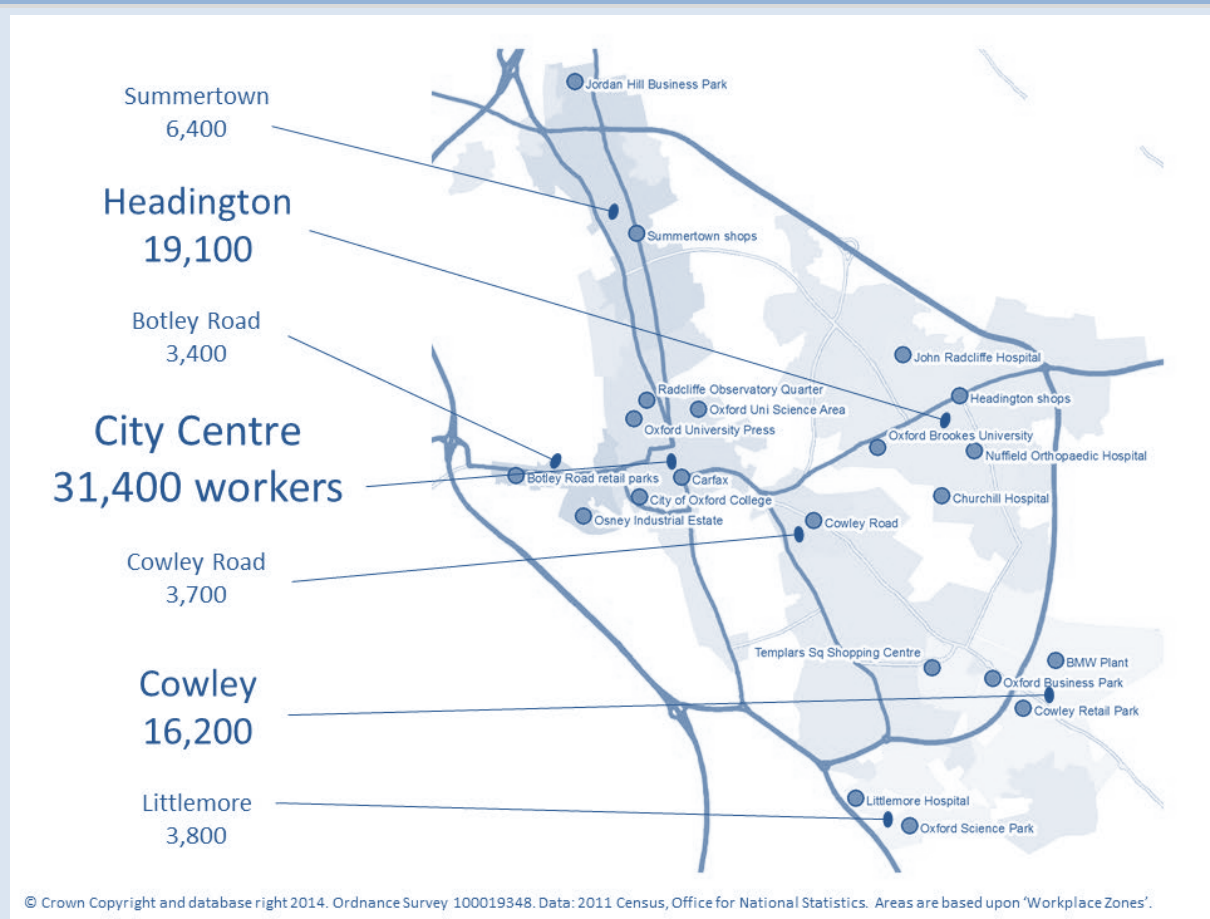
Ambition: A strong local economy, supported by effective education and training

- Approach:**
- Promoting growth of enterprise, the knowledge-based economy and jobs
 - Improving the skills of the workforce
 - Increasing the availability of land for commercial development

Snapshot of Oxford's Economy:

Number of businesses:	4,290 businesses in Oxford ⁴
Total number of jobs:	120,000 jobs in Oxford ⁵
People commuting into Oxford for work:	46,000 commuting into the city for work ⁶
Unemployment:	3,400 unemployed (3.7% of Oxford's population) ⁷
Annual number of visitors:	Oxford attracts approximately 9 million visitors per year, generating £770 million of income for local businesses. It is the seventh most visited city in the UK by international visitors.

Spatial distribution of jobs in Oxford:



⁴ ONS (2014) [UKBA01b](#) Enterprise/local units by broad industry group and GB local authority districts

⁵ Nomis Official Labour Market Statistics (2013) [Total number of jobs](#) (includes employee jobs, self-employed, government supported trainees and HM Forces)

⁶ Office of National Statistics (2011) Census Data

⁷ Nomis Official Labour Market Statistics (2015) [Labour Supply April 2014-March 2015](#)

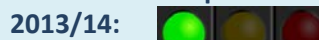
Indicator 1: EMPLOYMENT LAND SUPPLY

Target: Strengthen and diversify the economy and provide a range of employment opportunities
(Oxford Core Strategy Policy CS27)

Performance against target 2014/15:



Performance in previous two years:



2.1 The Core Strategy seeks to support economic growth up to 2026 by allocating land for employment development and by protecting existing key employment sites. Table 1 shows the amount of land allocated for employment development in Oxford over the whole plan period, as well as total protected key employment sites in the city.

Employment Development Sites	B1a Offices	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Sites and Housing Plan Allocated Sites (ha)	27.56	11.53	2.16	9.92	-	51.17
West End and Northern Gateway Allocated Sites (ha)	-	-	-	-	-	14.90
Existing Protected Key Employment Sites (ha)	27.42	-	26.01	109.56	11.00	173.99
Total Gross Employment Land Supply (ha)						240.06

Table 1: Oxford’s employment land supply up to 2026⁸ (allocated sites and those currently in use)

2.2 Oxford’s total gross employment land supply has decreased slightly from 240.45ha in 2013/14 to 240.06ha in 2014/15. This is due to the permanent loss of a protected key employment site which provided 0.39ha of B1a office land (Indicator 2).

2.3 Whilst the loss of this site is disappointing, it represents only 0.16% of the total employment land supply. Oxford therefore maintains a good supply of land to support economic growth up to 2026.

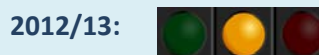
Indicator 2: EMPLOYMENT LAND LOST TO OTHER USES

Target: No loss of key protected employment sites (Oxford Core Strategy Policy CS28)

Performance against target 2014/15:



Performance in previous two years:



2.4 The Core Strategy identifies a number of key protected employment sites throughout the city to ensure a sustainable distribution of business premises and employment land and to maintain a range of potential job opportunities. It is important that these sites remain available for employment development to support a vibrant, sustainable economy.

⁸ Estimates for the West End and Northern Gateway have been included in the totals column although the exact breakdown between uses is unknown at present.

	B1a Offices	B1b Research + development	B1c Light industry	B2 General industry	B8 Storage or distribution	Total
Key protected employment land lost	0.39ha (1 site)	Nil	Nil	Nil	Nil	0.39ha

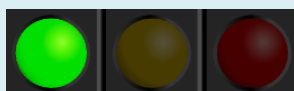
Table 2: Employment land lost to other uses 2014/15 (completed developments)

- 2.5 In the 2014/15 monitoring year, 0.39ha of key protected employment land was lost permanently to another use. This was due to the conversion of Broadfield House on Between Towns Road from B1a office to C3 residential (application reference 13/02618/B56). This application was made under the prior approval scheme introduced by the Government from 30 May 2013 to allow premises to change from B1a office to C3 residential without the need for full planning permission. This means that the City Council was unable to refuse the application on the grounds of retaining the key protected employment site.
- 2.6 In order to protect against further losses of key protected employment sites, the City Council successfully brought into force an Article 4 Direction on 28 March 2015 which removes the ability to convert these sites to residential use without the need for planning permission. This will provide extra protection for key employment sites going forward and should result in the target of no loss of key protected employment sites being met in future monitoring years.

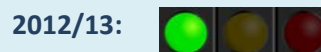
Indicator 3: EMPLOYMENT DEVELOPMENT ON PREVIOUSLY DEVELOPED LAND

Target: No employment development on greenfield land unless it has been specifically allocated for development (Oxford Core Strategy Policy CS2)

Performance against target 2014/15:



Performance in previous two years:



Application reference	Site	Type of employment development	Net additional gross internal floorspace following development	Land type
13/00174/FUL	Land adjacent/rear of 73-81 Lime Walk	B1a Office	103m ²	Previously developed land
11/02441/FUL	The Salvation Army, Albion Place	B1a Office	247m ²	Previously developed land
10/03240/FUL	The Salvation Army, Albion Place	B1a Office	650m ²	Previously developed land
Total:			1,000m ²	

Table 3: Employment development completed 2014/15

- 2.7 Table 3 shows that all the employment development completed during 2014/15 was on previously developed land. This shows that the focus for employment development continues to be on brownfield land in accordance with the policies in Oxford's Local Plan and the National Planning Policy Framework (NPPF).

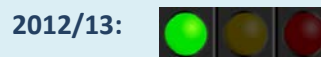
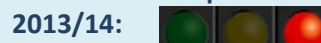
Indicator 4: EMPLOYMENT DEVELOPMENT ON ALLOCATED SITES

Target: Strengthen and diversify the economy and provide a range of employment opportunities
(Oxford Core Strategy Policy CS27)

Performance against target 2014/15:



Performance in previous two years:



2.8 No Class B employment development was completed on allocated sites in 2014/15, however 1,000m² of B1a office space was completed on other, non-allocated sites in the city during the monitoring year (Indicator 3). Planning permission was also granted for a further 1,069m² of B1a office floorspace and 810m² of B1b research and development floorspace during 2014/15 which, when implemented, will also serve to strengthen the range of Oxford’s employment offer.

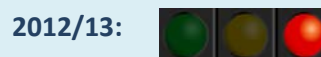
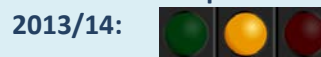
Indicator 5: PLANNING PERMISSIONS FOR NEW CLASS B1 USES

Target: Strengthen and diversify the economy and provide a range of employment opportunities
(Oxford Core Strategy Policy CS27)

Performance against target 2014/15:



Performance in previous two years:



Monitoring Year	B1a Offices	B1b Research + development	B1c Light industry
2014/15	1,069m ²	810m ²	0
2013/14	263m ²	Nil	Nil
2012/13	Nil	Nil	Nil

Table 4: Planning permissions granted for new Class B1 uses 2012/13-2014/15
(Net additional gross internal floorspace permitted)

2.9 Table 4 shows an increase in new Class B1 floorspace permitted in 2014/15 when compared to recent monitoring years. This is extremely positive and reflects the strengthening of local and national economies as we move away from a period of recession.

Indicator 6: LAND FOR KEY EMPLOYMENT USES

Target: Majority (more than 50%) of new hospital healthcare and medical research development to focus on Headington and Marston. 100% of new academic (teaching and study) development to focus on existing sites under the control of the universities.
(Oxford Core Strategy Policies CS29 & CS30)

Performance against target 2014/15:



Performance in previous two years:



2.10 The hospital trusts based in Oxford and university medical schools provide significant employment opportunities within the city. In 2014/15 planning permission was granted for three new medical research developments (Table 5). 100% of this development will be located on existing sites within Headington, well exceeding the Core Strategy 50% target.

Application Reference	Description of Development	Net additional gross internal area	Located on existing sites in Headington and Marston?
14/01494/FUL (Temporary 3 year permission)	Demolition of various vacant prefabricated buildings. Retention of one prefabricated building plus the construction of 3 storey research building, catering building, 100 space car park and ancillary work for temporary period during construction of proposed Big Data Institute (BDI) building on adjacent land.	1,031m ²	YES - University Of Oxford Old Road Campus Headington
14/01586/RES	Erection of medical research building (BDI) on 3 levels plus basement and plant enclosure at roof level, together with landscaping and ancillary works ⁹ .	48,000m ²	YES - University Of Oxford Old Road Campus Headington
14/01298/FUL	Erection of first floor extension and ancillary works to Oxford Protein Production Facility.	377m ²	YES - University Of Oxford Old Road Campus Headington
TOTAL:		48,377m²	(100% on existing sites)

Table 5: Location of new hospital healthcare and medical research development permitted in 2014/15

2.11 Oxford benefits significantly from the presence of the two Universities in terms of the skills emerging from them and employment and wealth creation. In 2014/15 there were two applications for new permanent academic (university teaching and study) developments in Oxford (Table 6).

Application Reference	Description of Development	Net additional gross internal area (GIA)	Located on existing university site?
14/02399/FUL	Erection of new study centre building on 2 and 3 levels plus basement extension to existing library.	1,569m ²	YES - St Johns College
14/02143/FUL	Subdivision and change of use of existing single dwelling house to form academic offices/teaching space/seminar rooms (Use Class D1), 1 x 1 bedroom flat and 1 x 2 bedroom flat (Use Class C3).	235m ²	NO – 1 Savile Road
TOTAL:		1,804m²	(87% on existing sites)

Table 6: Location of new academic (university teaching and study) development permitted in 2014/15

2.12 Table 6 shows that 87% of the net total university teaching and study floorspace permitted in 2014/15 would be located on existing university sites. The reason that the 100% Core Strategy target was not met was the approval of application 14/02143/FUL for 235m² of academic floorspace at 1 Savile Road for use by New College. This site is outside of an existing university

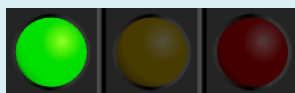
⁹ (Part reserved matters of outline planning permission 12/02072/OUT relating to plot B5, seeking approval of appearance, landscaping, scale and layout).

campus. Academic development was permitted on this site due to its location within the city centre which is characterised by colleges and other buildings and land uses associated with the University of Oxford. It was not therefore considered an inappropriate location for small scale academic development.

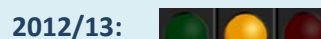
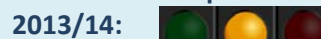
Indicator 7: LOCATION OF NEW RETAIL DEVELOPMENT

Target: 100% of new A1 retail development to be located within city, district and neighbourhood centres (Oxford Core Strategy Policy CS31)

Performance against target 2014/15:



Performance in previous two years:



2.13 The Core Strategy aims to focus land uses that attract a large number of people (such as retail) in the city centre, primary district centre, four other district centres and neighbourhood centres. These are highly accessible locations, reducing the need to travel by car. This also encourages the reuse of previously developed land and helps to maintain the vitality of Oxford’s centres. Table 7 outlines planning permissions granted for new A1 retail development in 2014/15.

Application Reference	Site	Proposed Retail Development	Net Additional A1 Gross Internal Area	Within the six areas of Oxford’s retail hierarchy?
14/00542/FUL	26 - 32 St Michael's Street	Change of use of ground floor from C1 guest house to A1 retail.	49m ²	YES - city centre
14/01600/CT3	8 Underhill Circus, Barton	Change of use from D1 IT information and training centre to mixed use D1/A1 non-residential Institutions/retail.	Exact split between D1 and A1 uses not prescribed	YES - Neighbourhood Centre
14/02402/RES	Westgate Centre and adjacent land	Large scale retail-led mixed use development	62,829m ²	YES – city centre

Table 7: New A1 retail developments granted planning permission in 2014/15¹⁰

2.14 In 2014/15 three applications were granted permission for new A1 retail floorspace.¹⁰ 100% of the new A1 floorspace permitted will be located within city, district or neighbourhood centres.

2.15 Westgate is a particularly important development for Oxford. It will transform a key part of the city centre and significantly increase the city’s retail offer. This will serve to strengthen Oxford’s position as a regional retail centre, as well as helping to attract and provide for the needs of tourists. The development will also result in significant employment opportunities in the city. Works commenced on site in February 2015, demonstrating significant progress in bringing this development forward.

¹⁰ This excludes applications for small scale extensions or alterations to existing retail units.

Indicator 8: DESIGNATED RETAIL FRONTAGES

Target: Local Plan targets for A1 uses on designated frontages in the city and district centres should be met (Saved Oxford Local Plan Policies RC3 & RC4)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:

**Vitality**

2.16 Saved Local Plan Policies RC3 and RC4 identify a number of designated retail frontages and set targets for the proportion of A1 retail units each should contain at ground floor level. The city centre is identified as being the main location for retail development, with district centres identified as being suitable for retail serving local level needs. The targets for district shopping frontages are therefore slightly lower than for the city centre.

	Local Plan Target	2014/15	2013/14	2012/13	2011/12
City Centre					
Primary shopping frontage	75%	78.19%	77.73%	78.57%	79.15%
Secondary shopping frontage	50%	50.00%	52.27%	51.88%	-
District Shopping Frontages					
Cowley Centre (Primary district centre)	65%	73.91%	74.73%	74.71%	74.42%
Cowley Road	65%	58.49%	50.33%	58.49%	58.49%
Headington	65%	63.39%	64.29%	63.40%	63.72%
Summertown	65%	63.00%	64.00%	64.36%	64.36%
Blackbird Leys ¹¹	N/A	N/A	N/A	N/A	N/A

Table 8: Designated Retail Frontages - Percentage of A1 retail units at ground floor level 2011/12-2014/15

2.17 As Table 8 shows, the proportion of retail units at ground floor level on Oxford's designated frontages has remained fairly consistent in recent years. Targets for the city centre and Cowley Centre are exceeded, and Headington and Summertown are very close to their targets. The exception to this is Cowley Road, which has a much higher proportion of food and drink businesses. Whilst this means that levels of retail fall below Local Plan targets, these other uses make a strong contribution to the character and vibrancy of this area.

2.18 On the 15 April 2015 new legislation came into force which will enable developments that are currently A1 retail to change to other uses without the need for planning permission in some circumstances. Whilst this legislation does not affect the 2014/15 monitoring year, it may affect performance against Local Plan targets in 2015/16 and beyond.

¹¹ Blackbird Leys is a new district centre designated by the Core Strategy and therefore targets from Saved Local Plan Policies do not apply.

Vacancy Rates

2.19 The proportion of vacant units is a key market indicator used to measure the vitality and viability of existing centres.

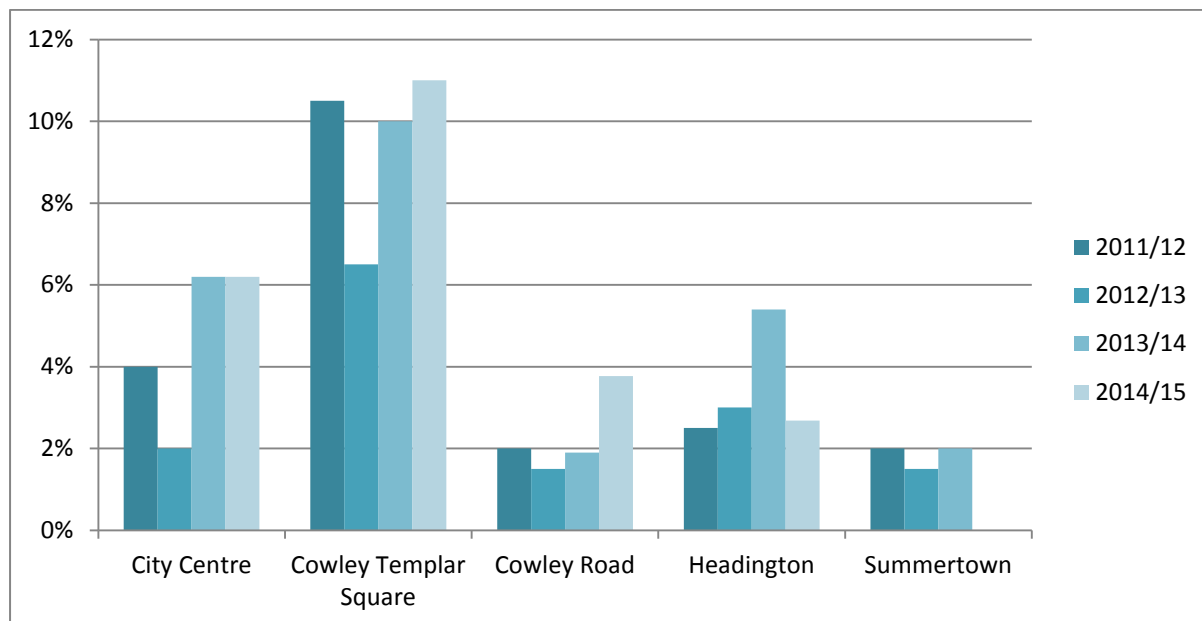


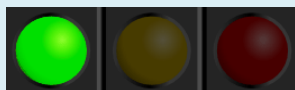
Figure 1: Designated retail frontages – proportion of vacant units 2011/12-2014/15

2.20 Figure 1 shows that there has been no change in the proportion of vacant units in the city centre when compared to the previous monitoring year. The figure remains relatively low when compared to national vacancy rates for city centres, reflecting Oxford’s strength as a retail centre. There has been some natural fluctuation in vacancy rates in the district centres, but the overall proportion of vacant units remains relatively low.

Indicator 9: SUPPLY OF SHORT STAY ACCOMMODATION

Target: Net growth in short-stay accommodation bedrooms against 2007 baseline of 2,559 serviced bedrooms (Oxford Core Strategy Policy CS32)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



2.21 Tourism is a key part of Oxford’s economy and the city receives a large number of visitors each year. The Core Strategy seeks to support sustainable tourism by encouraging longer stays and greater spend in the city by increasing the amount and range of short-stay accommodation available. Figure 2 shows the net amount of short-stay accommodation bedrooms available in Oxford since the Core Strategy baseline based on completions. This takes into account new C1 short stay accommodation completed, as well as losses of C1 short stay accommodation through changes of use and demolition.

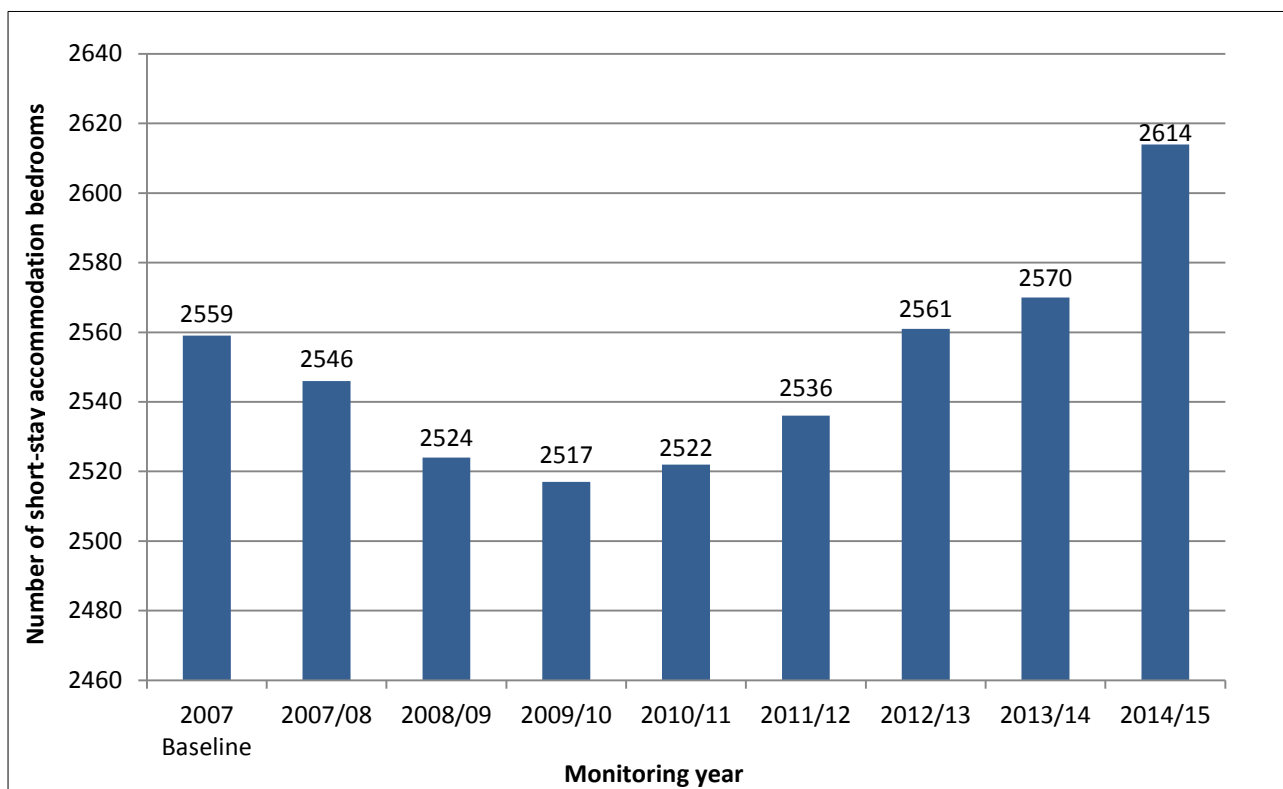


Figure 2: Supply of short stay accommodation bedrooms (completed developments) 2007/08-2014/15

2.22 There was a decline in the number of short-stay accommodation bedrooms available from 2007/08 to 2009/10, which was likely a result of the wider economic downturn. However, since 2010/11 the situation has been steadily improving, with the number of short-stay accommodation bedrooms surpassing the Core Strategy baseline for the first time in 2012/13. The 2014/15 monitoring year has shown the biggest annual increase to date, with a net increase of 44 short-stay accommodation bedrooms (Table 9). Based on these figures, there were a net total of 55 additional short-stay accommodation bedrooms available in 2014/15 in comparison to the Core Strategy 2007 baseline.

Application Reference	Site	No. proposed bedrooms	Net bedrooms following development
13/00353/FUL	91 Rose Hill	0	-6
11/00769/FUL	Red Mullions Guest House, 23 London Road	16	3
11/02404/FUL	20 - 24 St Michael's Street	22	22
10/02891/FUL	Old Parsonage Hotel, 1 Banbury Road	7	7
12/02950/FUL	Osney Arms, 45 Botley Road	11	11
N/A ¹²	Oxford Spire Four Pillars Hotel, Abingdon Road	7	7
Net total:			44

Table 9: Short stay accommodation bedroom completions 2014/15

¹² Additional bedrooms provided through internal alterations that did not require planning permission.

Meeting Housing Needs

Ambition: More affordable, high-quality housing in Oxford

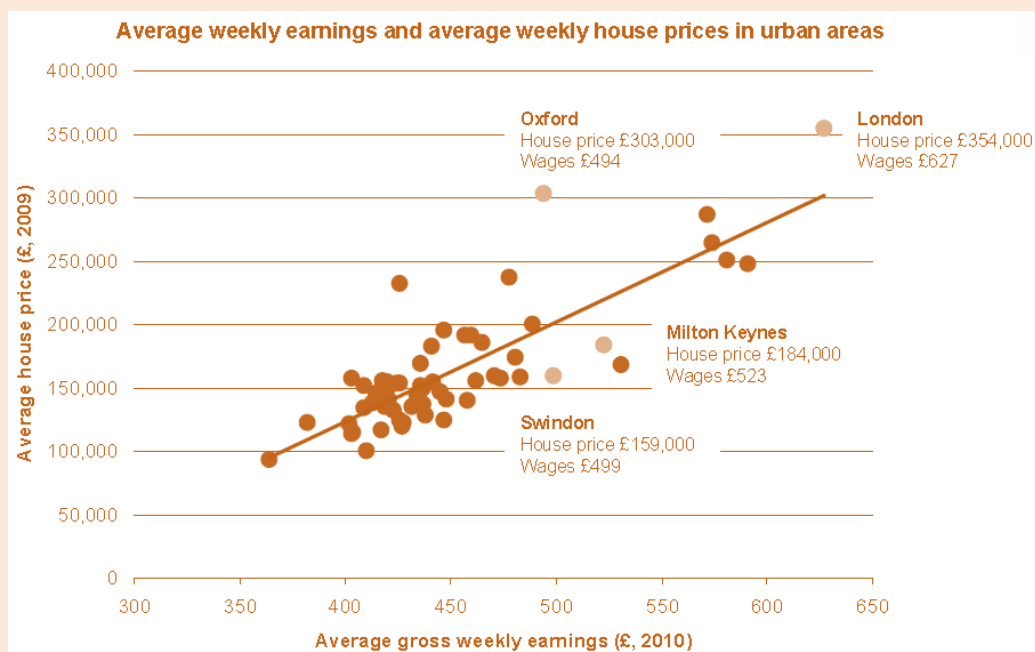
- Approach:
- Building new homes
 - Providing a high quality landlord service
 - Improving standards in the private rented sector
 - Reducing homelessness
 - Piloting direct payments and universal credit

Snapshot of Oxford's Housing Needs

Usual resident population:	158,000 (estimate June 2014)
Total number of households:	55,400 households in Oxford ¹³
Total students at Oxford University:	22,346 students at Oxford University (Dec 2014)
Total students at Oxford Brookes:	16,553 students at Oxford Brookes University (Dec 2014)
Households on the Housing Register:	3,339 households on the Housing Register (March 2015) ¹⁴
Households in temporary accommodation:	107 households in temporary accommodation (March 2015) ¹⁴
Homeless households:	114 households accepted as statutory homeless in 2014/15 ¹⁴
Average house price (median):	£315,000 ¹⁵
Housing tenure changes over time:	

Whilst the proportion who live in social rented property (rented from the council or a housing association) has declined since 1981, the proportion of households living in private rented homes has almost doubled from 16% to 28%, meaning that as of 2011 more households now rent than own their home. Over the last 20 years the proportion of Oxford households who own their home has declined from 55% in 1991 to 47% in 2011.

House price affordability:



¹³ Office of National Statistics (2011) UK Census data

¹⁴ Oxford City Council (2015) [Housing Performance 2014-15](#)

¹⁵ Oxford City Council (2015) [Housing Statistics](#)

Indicator 10: HOUSING TRAJECTORY

(Planned housing and provision, net additional dwellings in previous years, the reporting year and in future years plus the managed delivery target)

Target: 8,000 dwellings between 2006 and 2026 (Oxford Core Strategy Policy CS22)

Performance against target 2014/15:



Performance in previous two years:

2013/14: See SHLAA 2014

2012/13:



Housing Completions

- 3.1 The Core Strategy provides for a minimum of 8,000 dwellings from 2006 to 2026, with an average annual completion target of 400 dwellings per year.
- 3.2 Table 10 shows net dwellings completed since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions.
- 3.3 In the 2014/15 monitoring year, 332 (net) dwellings were completed in Oxford. This represents a positive increase in comparison to recent years.
- 3.4 The cumulative number of dwellings completed in the nine years since the start of the Core Strategy period (2006/07 to 2014/15) is 3,460 dwellings (net). The cumulative number of completions that might have been expected during this period is 3,600 dwellings. Therefore at the end of 2014/15 there were just 140 fewer completed dwellings than might have been expected. This should be considered against the 2007/08 financial crisis which had a dramatic impact on the house building industry. It is anticipated that this will be addressed within the next few years when completions are forecast to increase.

Year	Dwellings Completed (net)
2006/07	821
2007/08	529
2008/09	665
2009/10	257
2010/11	200
2011/12	228
2012/13	213
2013/14	215*
2014/15	332*
Total:	3,460

Table 10: Net additional dwellings completed since the start of the Core Strategy period

*Note: Totals for 2013/14 and 2014/15 include residential dwellings plus a dwelling equivalent figure for student accommodation and care homes, to reflect changes introduced in the Planning Practice Guidance in 2014.

Housing Permissions

- 3.5 Whilst housing completions are important for considering housing supply and delivery, they only show part of the picture. It is also relevant to consider planning permissions to understand the number of dwellings that the City Council is actively seeking to boost the supply of housing.

Year	Permissions granted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	465
2014/15	1,069
Total:	4,727

Table 11: Net additional C3 dwellings permitted since the start of the Core Strategy period

3.6 Table 11 shows dwellings permitted (net) since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It excludes outline permissions where reserved matters have subsequently been permitted to avoid double counting. This shows that there are permissions due to commence which will boost housing supply in future monitoring years, particularly with major schemes such as Barton commencing in summer 2015.

Student Accommodation and Housing Numbers

3.7 In 2013/14 the Planning Practice Guidance (PPG) introduced that student accommodation can be counted in housing land supply figures. It states “All student accommodation, whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campus, can be included towards the housing requirement, based on the amount of accommodation it releases in the housing market.” In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.

3.8 The question of the ‘amount of accommodation it releases in the market’ is not defined in the guidance and it is up to local authorities to determine. It is estimated that houses in Oxford, when occupied by students that house share, may contain between four and six students per house. Many houses in Oxford are inter-war semi-detached properties or Victorian terraces with three bedrooms plus a living room/dining room sometimes used as a fourth bedroom. There are also many larger properties, particularly in North Oxford, that may house six or more students each.

3.9 Based on local agent information, the assumption will be that five student rooms would release the equivalent of one dwelling in the housing market. In assessing the contribution of student rooms to housing delivery, the number of student rooms will therefore be divided by five establish the dwelling equivalent figure. For example, a development of 100 student rooms will be assessed as releasing 20 ‘dwellings’.

Monitoring year	Number of student rooms completed	Number of equivalent ‘dwellings’
2013/14	720	144
2014/15	312	62

Table 12: Student housing completions and equivalent ‘dwellings’ 2013/14-2014/15

3.10 Table 12 shows the number of student rooms completed during 2014/15 and the equivalent number of dwellings. In line with the PPG, this figure can be added to the 267 C3 residential dwelling completions during 2014/15 totalling 332 completions.

Housing Trajectory

3.11 The housing trajectory is a tool used to estimate the number of homes likely to be built throughout the rest of the Core Strategy period (Figure 3).

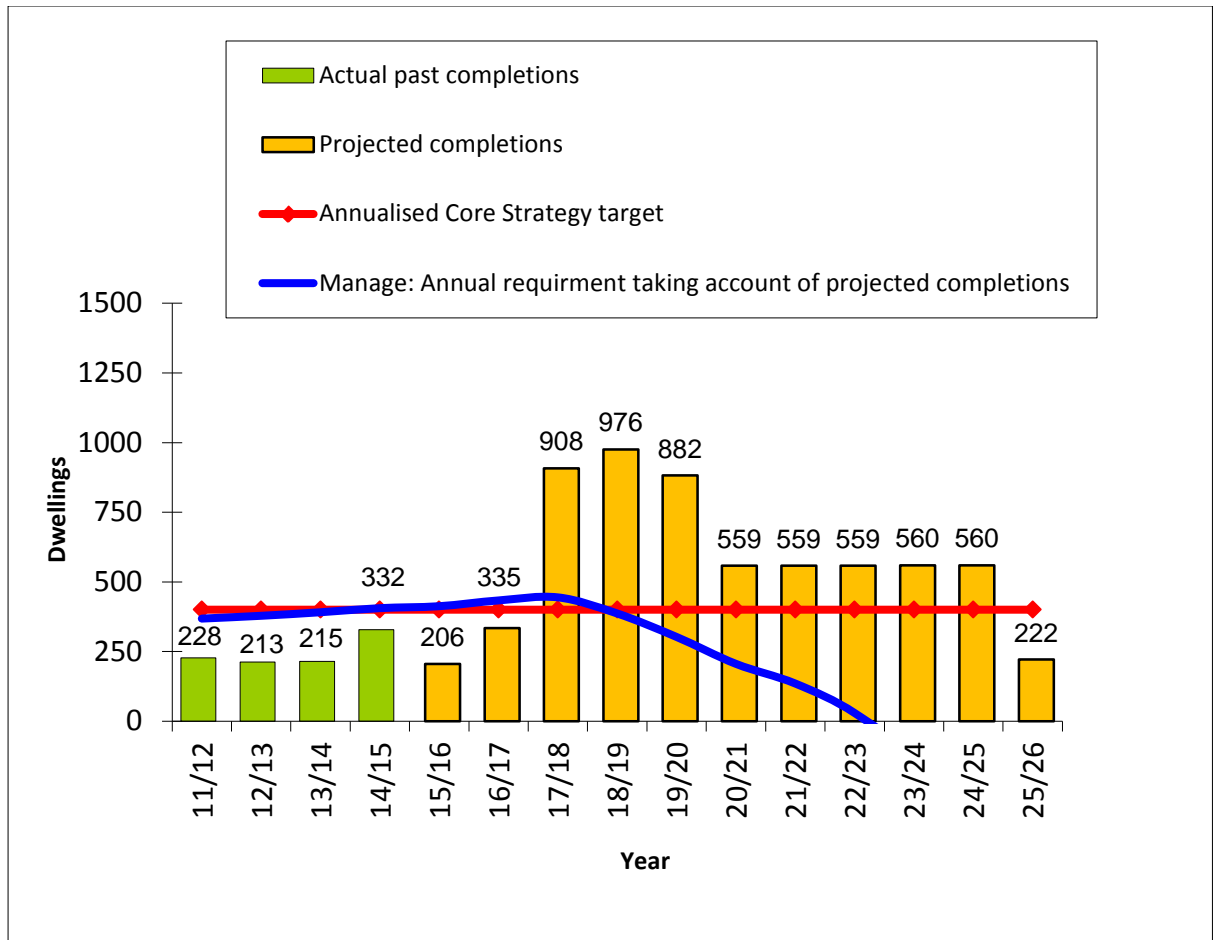


Figure 3: Housing trajectory to 2026

3.12 The trajectory shows that on the basis of the current pipeline of planning permissions and other sites expected to come forward, we are on target to meet the Core Strategy housing delivery targets. Indications are that housing completions will be exceptionally boosted in the next five to six years as major schemes including Barton Park, two sites in Littlemore, Northern Gateway, and Oxpens are expected to be implemented. Completion levels are then likely to decline back towards more recent levels as we will then be primarily reliant on smaller sites and windfall for delivery again.

Indicator 11: CHANGES OF USE FROM EXISTING HOMES

Target: 100% of planning permissions granted in Oxford to result in no net loss of a whole self-contained residential unit to any other use. AMR to report only on the number of known cases not complying with the policy. (Sites and Housing Plan Policy HP1)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

3.13 The benefits of building new homes in the city would be undermined if the stock of existing housing were to be reduced through loss to other uses. Sites and Housing Plan Policy HP1 therefore seeks to protect existing homes within the city.

3.14 In the 2014/15 monitoring year, planning permission was granted for one development that would result in the net loss of a residential unit.¹⁶ In order to protect Oxford’s housing stock, permission was only granted for a temporary period of three years. There has therefore been no permanent reduction in Oxford’s existing housing stock.

Indicator 12: RESIDENTIAL DEVELOPMENT ON PREVIOUSLY DEVELOPED LAND

**Target: 90% or more of new dwellings on previously developed land (2009-2014)
75% or more of new dwellings on previously developed land (2014-2026)**
(Oxford Core Strategy Policy CS2)

Performance against target 2014/15:



Performance in previous two years:



3.15 The Core Strategy seeks to promote the efficient use of land by encouraging development on previously developed land (PDL). The definition of PDL was amended in July 2010 to exclude private residential gardens. This does not mean that private residential gardens are necessarily greenfield land, as there is no formal national definition of greenfield land.¹⁷ As this target was set out when garden land was still considered PDL, the local target is monitored on that basis.

3.16 Figure 4 shows that 100% of housing completions in 2014/15 were on PDL (including garden land). 12.4% of dwellings completed were built on garden land.¹⁸ No dwellings were completed on greenfield land within the monitoring period.

¹⁶ Planning application 14/01372/FUL for the change of use of the top floor flat from residential (C3) to teaching and office space (mixed B1 and D1) at 8 Norham Gardens.

¹⁷ Since the revocation of the Town and Country Planning (Residential development on Greenfield Land) (England) Direction 2000 in 2007.

¹⁸ ‘Garden land’ includes all development within the curtilage of existing dwellings and may include land previously occupied by buildings and/or hard-standing.

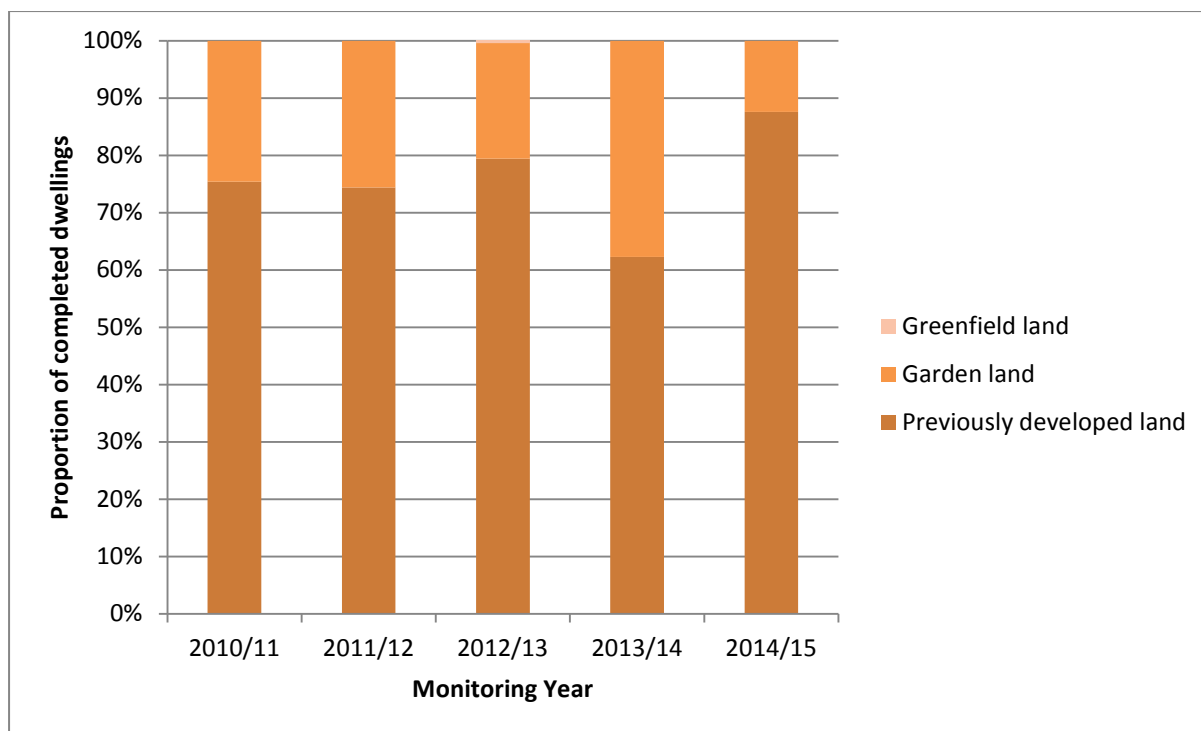


Figure 4: Proportion of dwellings completed on previously developed, garden and greenfield land 2010/11 - 2014/15

Indicator 13: AFFORDABLE HOUSING COMPLETIONS (GROSS) AND TENURE

Target: Affordable housing completions as set in the Corporate Plan. Tenure split of affordable housing should be at least 80% social rented and up to 20% intermediate (including shared ownership, intermediate rental and affordable rental) (Oxford Core Strategy Policy CS24, Sites and Housing Plan Policy HP3 & Affordable Housing and Planning Obligations SPD)

Performance against target 2014/15:



Performance in previous two years:



3.17 There has been a long-term housing shortage in Oxford. Demand is high and availability is scarce, resulting in very high house prices. This low level of affordability puts severe strain on affordable housing provision. More affordable housing is essential to create mixed and balanced communities, for the health and well-being of residents and for the vibrancy of the local economy.

Affordable Housing Completions

3.18 The Core Strategy sets targets for the number of affordable dwellings to be delivered each year up to 2011/12. Targets for subsequent years are set in the Corporate Plan. The Corporate Plan 2014-2018 set a target of delivering 180 affordable homes for rent in 2014/15.

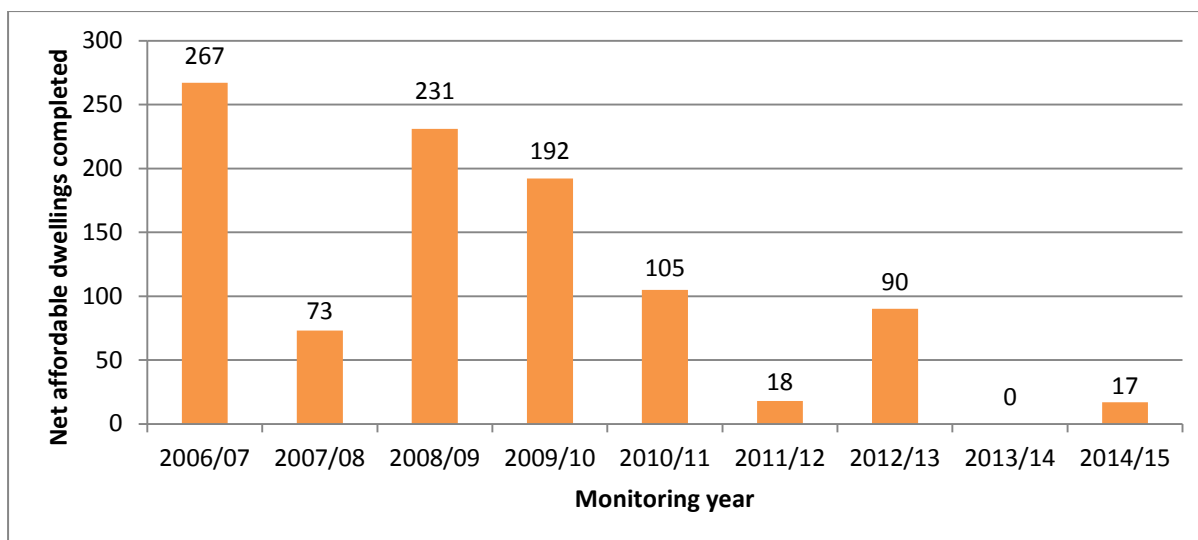


Figure 5: Net affordable dwellings completed 2006/07-2014/15

- 3.19 Figure 5 shows that 17 affordable dwellings were completed in the 2014/15 monitoring year.
- 3.20 The majority of residential developments completed in 2014/15 were on small sites of less than 10 dwellings where on-site provision of affordable housing is not required. There were only five developments of more than 10 dwellings (the policy threshold for on-site provision of affordable housing) completed during 2014/15, and four of these were undertaken using temporary permitted development rights introduced by the Government that allow changes of use from B1a office to C3 residential without the need for full planning permission. Whilst developers must seek prior approval from the City Council to undertake the change of use, the only issues that can be considered are flooding, contamination, highways and transport. This means that these applications cannot be assessed against the full range of policies in Oxford's Local Plan and that compliance with Policy HP3 cannot be sought, resulting in no affordable housing being provided on these sites despite local policy requirements. The result of this is that the only affordable housing completed in 2014/15 was through the one development of 10 or more dwellings that wasn't a prior approval application, and two small scale City Council developments.
- 3.21 Whilst the number of affordable dwellings completed in 2014/15 is disappointing, the situation is expected to improve in future monitoring years due to the number of planning permissions that have been granted. Planning permission was granted for 493 (net) affordable dwellings in 2013/14. This includes 354 (net) affordable dwellings at the Barton strategic site, where work has now commenced on site. It also includes 107 (gross) affordable dwellings being provided through the City Council's own building programme which had not been completed by April 2015 and so will be reported in the 2015/16 monitoring year. As these permissions begin to be completed they will significantly boost the supply of affordable housing in the Oxford.

Affordable Housing Tenure

- 3.22 Of the 17 affordable dwellings completed in 2014/15, 12 will be available as social rented accommodation, three will be available as affordable rented accommodation and two will be available as intermediate housing (in this case shared ownership).

Indicator 14: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT

Target: 50% provision of affordable housing on qualifying sites. Contributions from commercial development where there is a need for affordable housing.

(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

Performance against target 2014/15:



Performance in previous two years:

2013/14:

2012/13:

- 3.23 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes.
- 3.24 The majority of housing permissions in 2014/15 were small scale developments and so did not meet the thresholds for applying Policy HP3.
- 3.25 Table 13 summarises the proportion of affordable housing provided on qualifying sites where Policy HP3 would normally apply.

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
13/03454/CT3	Elsfield Hall 15-17 Elsfield Way	Erection of 17 residential units.	100% affordable housing - City Council Development
14/02402/RES	Westgate	Details of reserved matters for a retail-led mixed use development including 27-122 dwellings.	On-site affordable housing provision not considered appropriate - developer to make a financial contribution towards affordable housing provision elsewhere in the city.
14/00688/B56	Sun Alliance House, 52 New Inn Hall Street	Change of use from B1a office to C3 residential to provide 22 dwellings.	0% affordable housing In 2013 the government introduced temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. Whilst developers must seek prior approval from the City Council to undertake the change of use, the only issues that can be considered are flooding, contamination, highways and transport. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with Policy HP3 can not be sought, resulting in no affordable housing being secured in the permissions for these sites. Under the normal local policies approximately 32 affordable homes would have been sought.
14/01646/B56	242-254 Banbury Road	Change of use from B1a office to C3 residential to provide 16 dwellings.	
15/00082/B56	8 Alfred Street	Change of use from B1a office to C3 residential to provide 15 dwellings.	
15/00189/B56	Kennett House	Change of use from B1a office to C3 residential to provide 12 dwellings.	

Table 13: Proportion of affordable housing where there is a policy requirement (permissions) 2014/15

Indicator 15: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING

Target: No set target. AMR to include a report on the financial contributions collected for affordable housing (Sites and Housing Plan Policies HP4 and HP6)

- 3.26 Oxford’s Local Plan policies require developers to make a financial contribution towards the provision of affordable housing in the city in certain situations where onsite provision may not be appropriate, such as smaller developments of 4-9 dwellings or from student accommodation.
- 3.27 On 28 November 2014 the Government made changes to the Planning Practice Guidance (PPG) which exempted developments of 10 or less dwellings from making financial contributions towards affordable housing provision. The City Council therefore temporarily suspended the application Policy HP4 and stopped seeking financial contributions from developments of 10 or less dwellings. Affordable housing requirements also began to be assessed on the net additional units resulting from development in line with the changes to Government policy.
- 3.28 The City Council anticipated that the combined effect of these changes was likely to result in a significant reduction in financial contributions towards affordable housing, particularly given the proportion of smaller residential developments taking place in the city, and endorsed the West Berkshire District Council and Reading Borough Council legal challenge against these changes. On 31 July 2015 the High Court ruled in their favour, quashing these changes to the PPG and City Council then reverted back to requiring full financial contributions for affordable housing in line with adopted local policies.
- 3.29 In 2013, the Government also made changes to permitted development rights which allow the conversion of B1a offices to C3 residential without Oxford’s full range of local planning policies being applied. This means that affordable housing contributions cannot be required from these developments, which has had a significant impact in securing affordable housing particularly from small-medium sized sites (see Table 13).
- 3.30 In the 2014/15 monitoring year the City Council received £217,351.60 through s106 agreements towards affordable housing provision. This money will be used to provide additional affordable homes in Oxford.

Indicator 16: MIX OF HOUSING

Target: 95% of schemes to comply with the Balance of Dwellings SPD
(Oxford Core Strategy Policy CS23)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



Overall Mix of Housing Delivered

- 3.31 It is important that we consider not just the number of new homes delivered, but also the type and size of dwellings delivered. Different households require different types and sizes of housing. It is important to provide an appropriate mix of housing to meet the needs of the

whole community. The Balance of Dwellings SPD sets out the appropriate mix of housing on sites of four or more new homes based on local needs.

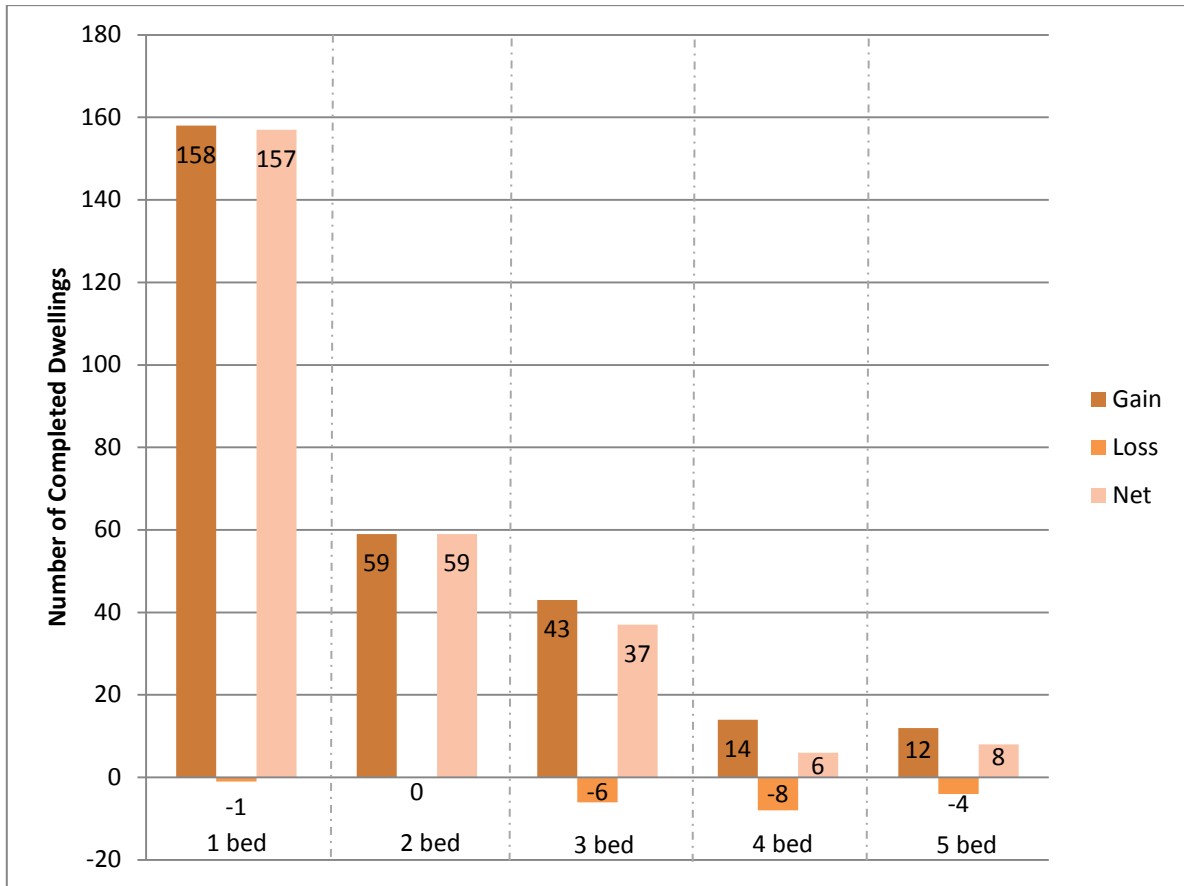


Figure 6: Completed dwellings by the number of bedrooms 2014/15

3.32 Figure 6 shows dwellings completed in 2014/15 by the number of bedrooms, whilst Figure 7 shows the trends in the sizes of dwellings completed since the start of the Core Strategy period.

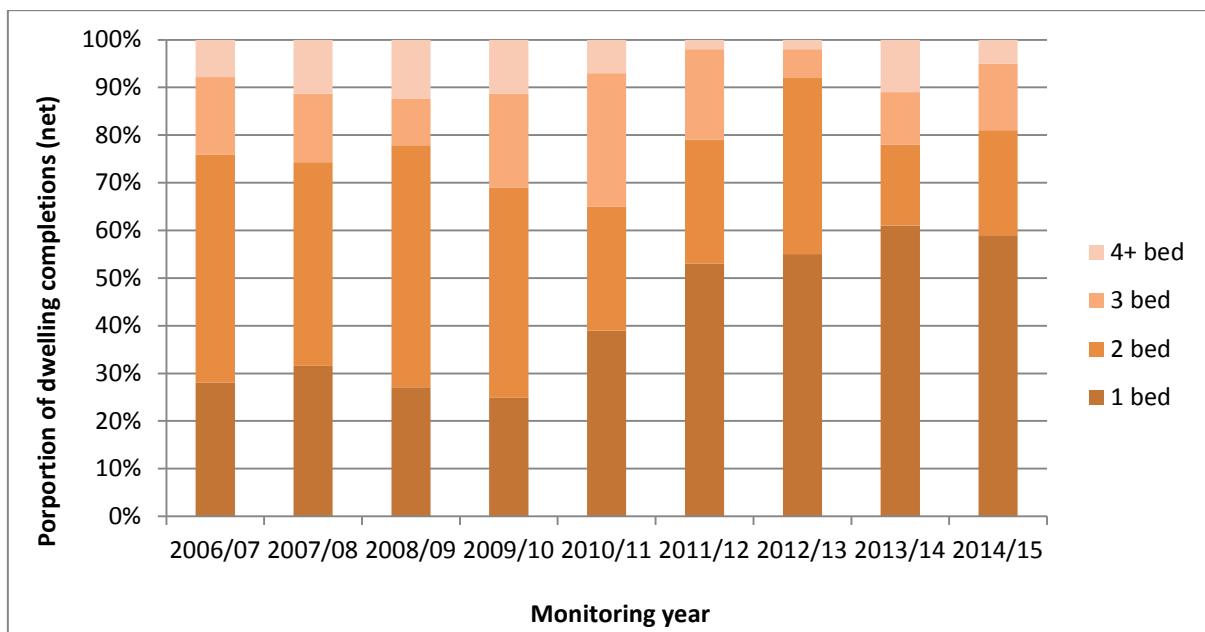


Figure 7: Mix of dwellings completed 2006/07-2014/15

3.33 There has been a significant increase in the number of one bedroom dwellings completed since 2009/10. This is likely due to there being few large housing sites available where a greater mix of dwellings could be achieved, as well as increasing conversions and garden land development which lend themselves towards smaller sized residential units.

Compliance with the Balance of Dwellings (BoDs) Supplementary Planning Document (SPD)

3.34 The BoDs SPD sets out the mix of dwellings expected on sites of four or more dwellings taking into consideration local pressures on family housing. Table 14 shows qualifying completed development's compliance with the requirements of the BoDs SPD in 2014/15.

Application	Site	Qualifying Development	Compliance with BoDs SPD
11/03273/FUL	Grantham House, Cranham Street	3x1 bed, 1x2 bed and 3x3 bed flats.	WITHIN 5% COMPLIANCE - Considered alongside another application for the same site (11/03271/FUL) which would result in full compliance in terms of the proportion of 2 and 3 bed dwellings and only marginally over (3%) on 1 bed dwellings.
13/00739/FUL	Lawn Upton House, Sandford Road	5x1 bed, 9 x 2 bed and 8x3 bed flats.	WITHIN 5% COMPLIANCE - Full compliance in terms of 3 bed dwellings. Marginally over on 1 bed (3%) and 2 bed (1%) dwellings.
11/00349/FUL	The Wolvercote Social Public House, Ulfgar Rd	3x1 bed flats and 2x3 bed houses.	PARTIAL COMPLIANCE - Compliant in terms of the proportion of 3 bed dwellings, but over on proportion of 1 bed dwellings.
07/01984/FUL	139 Rose Hill	7x3 bed houses.	Decision pre-dates the adoption of the BoDs SPD.
05/00256/FUL	Land adjacent 1 Douglas Downes Close	7 x 2 bed flats.	Decision pre-dates the adoption of the BoDs SPD.
09/01010/FUL	49 Benson Road	1x2 bed house and 4 x 1 bed flats.	NOT COMPLIANT – Principle of development, including mix of uses, established at appeal.
10/02605/FUL	Hernes House Hernes Crescent	5x4 bed and 4x5 bed houses.	NOT COMPLIANT - Allowed at appeal. The proposal to construct all family dwellings was considered to be in line with the general ambitions of the BoDs SPD which aims to encourage more family housing.
13/02618/B56	Broadfield House Between Towns Road	Change of use to 55x1 bed and 3x2 bed flats.	NOT COMPLIANT - In 2013 the government introduced temporary permitted development rights that allow changes of use from a B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with the BoDs SPD can not be sought.
13/03426/B56	Grehan House 190-196 Garsington Road	Change of use to 24x1 bed and 3x2 bed flats.	
13/01934/B56	Innovation House, Mill Street	Change of use to 16x 1 bed and 11x2 bed flats.	
13/03082/B56	Wadham Court 15 Edgeway Road	Change of use to 11x1 bed flats	

Table 14: Compliance with the Balance of Dwellings SPD (completions) 2014/15

3.35 Whilst the BoDs SPD does not apply to all residential developments, evidence indicates that it is still relevant and valid for qualifying developments. Indeed, given the large number of small sites being developed and the overall proportion of 1 bedroom dwellings being delivered (Figures 6 and 7), the BoDs SPD remains a key tool in ensuring that housing provision on larger sites meets the needs of a wide range of households.

Indicator 17: DENSITY OF HOUSING DEVELOPMENT

Target: City and district centres to deliver higher density residential development than within the wider district areas (Oxford Core Strategy Policy CS1, Saved Local Plan Policy CP.6)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



- 3.36 Due to the limited amount of land available for development in the city, it is essential that development proposals use land efficiently. The appropriate density for a site will depend on the context and nature of the proposal.
- 3.37 The majority of housing completions in 2014/15 were on small sites where a measure relating to density would not be appropriate.
- 3.38 Five developments of 10 or more dwellings were completed during the monitoring year. Four of these developments were undertaken using temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford’s Local Plan and that compliance with density requirements can not be sought. These developments are therefore not included in the assessment of performance against this target.
- 3.39 One development of 10 or more dwellings was completed in the 2014/15 monitoring year for which full planning permission was granted¹⁹. The development involved the creation of 24 dwellings on a site of 0.6 hectares resulting in a density of 40 dwellings per hectare. This is in line with the recommended residential density suggested in the supporting text to Saved Local Plan Policy CP.6 (Paragraph 2.9.4).

Indicator 18: INDOOR RESIDENTIAL SPACE

Target: Nil applications approved that involve the creation of a self-contained dwelling that has less than 39m² gross internal floorspace. AMR to assess a sample of new house completed during the monitoring year. (Sites and Housing Plan Policy HP12)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

- 3.40 It is important that new homes provide good quality living accommodation with adequate space for furniture, circulation and access. A random sample of 10% of residential developments completed during 2014/15 was assessed. All complied with the space requirements of Policy HP12.

¹⁹ Planning application 13/00739/FUL for the erection of 22 dwellings at Lawn Upton House, Sandford Road.

Indicator 19: BUILDING FOR LIFE

Target: 95% of new-build completions on sites of 10 or more homes should achieve ‘green’ for every aspect of Building for Life that applies to the development
(Sites and Housing Plan Policy HP9)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

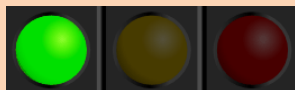
3.41 Five developments of 10 or more dwellings were completed during the monitoring year, however four of these developments were undertaken using temporary permitted development rights that allow changes of use from B1a office to C3 residential without the need for full planning permission. This means that these applications are not assessed against the full range of policies in Oxford’s Local Plan, and that compliance with Building for Life criteria can not be sought. These developments are therefore not included in the assessment of performance against this target.

3.42 One development of 10 or more dwellings was completed in the 2014/15 monitoring year for which full planning permission was granted.²⁰ The design and access statement submitted with this application explains how each of the Building for Life criteria had been complied with.

Indicator 20: RESIDENTIAL CYCLE PARKING

Target: 100% of approved applications for residential development to comply with minimum cycle parking standards. AMR to assess a sample of new homes completed during the monitoring year. (Sites and Housing Plan Policy HP15)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

3.43 The provision of secure cycle storage within people’s homes is a fundamental part of encouraging cycling in the city. A random sample of 10% of residential developments completed in 2014/15 was assessed against the minimum cycle parking standards set by Policy HP15. All of the developments assessed complied with these standards, showing that this policy is being applied consistently and that it is helping to ensure cycle parking provision in new homes.

Indicator 21: RESIDENTIAL CAR PARKING

Target: Nil approved applications for residential developments to exceed the maximum number of parking spaces permissible. AMR to assess a sample of new homes completed during the monitoring year. (Sites and Housing Plan Policy HP16)

Performance against target 2014/15:



Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

²⁰ Planning application 13/00739/FUL for the erection of 22 dwellings at Lawn Upton House, Sandford Road.

3.44 The car parking standards set in the Sites and Housing Plan vary to take into account the accessibility of basic services by walking, cycling and public transport, as well as according to the size(s) of dwellings proposed. A random sample of 10% of residential developments completed in 2014/15 was assessed. All complied with the maximum car parking standards set in the Sites and Housing Plan.

Indicator 22: STUDENTS AND PURPOSE BUILT STUDENT ACCOMMODATION

Target: No increase in academic floorspace if there are more than 3,000 students outside of accommodation provided by the relevant university. (Oxford Core Strategy Policy CS25)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



3.45 Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in the city. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two Universities should be matched by an equivalent increase in student accommodation. Applications for new or redeveloped academic floorspace will be assessed on this basis. All of the new academic floorspace permitted in 2014/15 (Indicator 6) complied with this requirement.

3.46 The monitoring period that the Universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for government. The data used to assess this indicator was submitted by the two Universities as relevant to the monitoring year in December 2014.

University of Oxford

3.47 The University of Oxford states that there were 22,346 students attending the University at 1 December 2014.

3.48 A number of agreed exclusions apply to the data:

- Students with a term-time address outside of the city (345 students)
- Students living within the city prior to entry onto a course (290 students)
- Visiting students (472 students) or those not attending the institution (nil students)
- Part-time students (2,144 students)
- Postgraduate research students past year four of study or assumed to be writing up (536)
- Students working full time for the NHS (DCLinPsys Students) (47 students)
- Specific course exclusions: BTh Theology (34 students); Cert Theology (12 students); and MTh Applied Theology (27 students)
- Students who are also members of staff (261 students)
- Students living with their parents (125 students)
- Students on a year abroad (347 students)

3.49 This leaves 17,706 full-time students with accommodation requirements. At 1 December 2014 there were 14,796 accommodation places provided across the collegiate University. This leaves a total of 2,910 students living outside of university provided accommodation in Oxford, within the Core Strategy target.

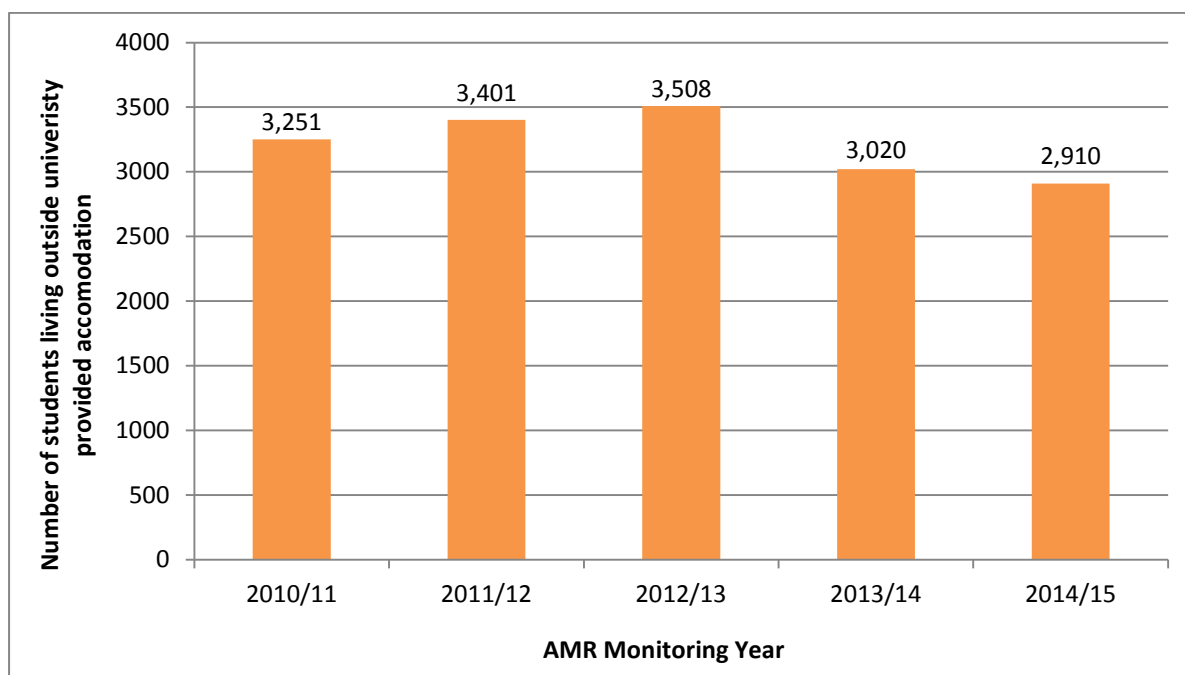


Figure 8: Number of Oxford University students living outside of university provided accommodation 2010/11-2014/15

3.50 In December 2014 there were 227 additional accommodation places available compared to the same point in 2013. There were also 211 accommodation units under construction across the collegiate University. The collective collegiate University currently has planning permission for another 361 rooms.

Oxford Brookes University

3.51 Oxford Brookes University states that there were a total of 16,553 students attending the university at 1 December 2014.

3.52 A number of agreed exclusions apply to the data:

- Part-time students (2,450 students)
- Students studying at franchise institutions (1,780 students)
- Students studying outside Oxford (i.e. Swindon campus) (284 students)
- Placement students away from the university (422 students)

3.53 Taking into account these exclusions, at 1 December 2014 there were 11,617 full-time students in need of accommodation, with 5,038 places in accommodation provided by Oxford Brookes University and 3,128 students living at home or outside of Oxford. This results in 3,451 students without a place in university provided accommodation living in the city.

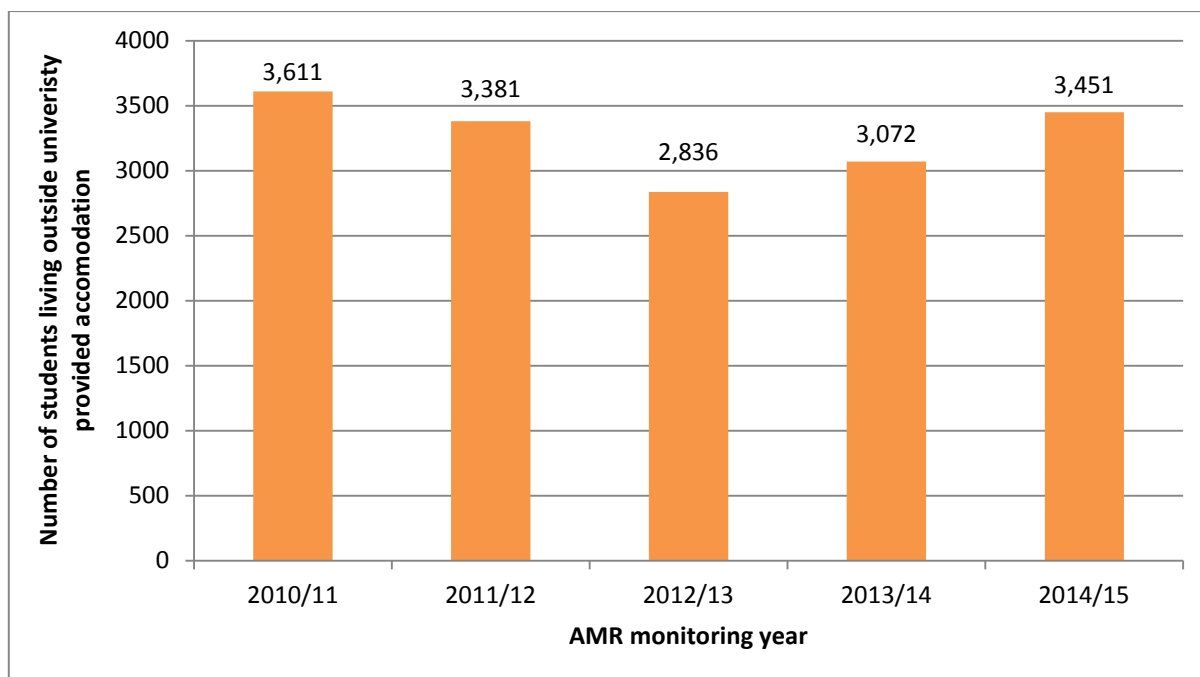


Figure 9: Number of Oxford Brookes students living outside of university provided accommodation 2010/11 – 2014/15

- 3.54 Oxford Brookes' total on-site student numbers have dropped by 221 in 2014/15 due to their downward adjustment of recruitment targets for 2014 entry. However, there was a temporary reduction in the number of places in university managed/owned halls and housing in 2014/15. One halls block was demolished for redevelopment at Harcourt Hill and the other block was out of commission for refurbishment. This has re-opened for 2015/16. There was also a drop in the number of places available under the university owned and managed housing scheme, for reasons beyond the University's control. The number of places in university provided accommodation is already back to previous levels in the 2015/16 year, due to the University's proactive efforts to expand their portfolio again, and further expansion is under development.
- 3.55 This combination of factors has resulted in more than 3,000 Oxford Brookes students living in private rented accommodation in 2014/15. However, the addition of rooms at Harcourt Hill and in the university managed/owned housing scheme, together with two new halls of residence now in use by Brookes students in 2015/16,²¹ are already addressing these issues.
- 3.56 Oxford Brookes University remains committed to hitting the below 3,000 target. Longer term, as part of its ten year estates investment programme, Oxford Brookes University is actively working to significantly expand its accommodation portfolio for future years, to a point where a rolling programme of refurbishment can be accommodated whilst still achieving the below 3,000 target for students living in the private rented sector. Current plans, which are dependent on planning permissions, will see an increase of more than 20% in the rooms available by 2019.

²¹ Thames Street (77 student accommodation places) and The Mews (112 student accommodation places).

Other purpose built student accommodation

3.57 The two Universities are not the only academic institutions that attract students to Oxford. There is an increasing need to accommodate students from language schools and other academic organisations which also puts pressure on the private rental market. Whilst this is not addressed directly by Policy CS25, it is an important consideration in thinking about Oxford’s housing need.

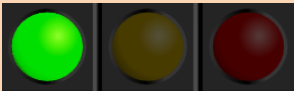
3.58 Privately developed student accommodation not linked to the two Universities plays an important role in meeting this need. There are also opportunities for privately developed student accommodation to play a role in meeting the demand arising from the two Universities. In 2014/15, 55 privately developed student accommodation rooms were completed, with a further 13 rooms granted planning permission during the monitoring year.

Indicator 23: LOCATION OF NEW STUDENT ACCOMODATION

Target: 95% of sites approved for uses including new student accommodation to be in one of the following locations:

- On/adjacent to an existing university or college academic site or hospital and research site
- City centre or district centres
- Located adjacent to a main thoroughfare

(Sites and Housing Plan Policy HP5)

<p>Performance against target 2014/15:</p> 	<p>Performance in previous two years:</p> <p>2013/14: NEW AMR INDICATOR</p> <p>2012/13: NEW AMR INDICATOR</p>
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3.59 In the 2014/15 monitoring year, planning permission was granted for three new student accommodation developments.²² 100% of these developments are located on either an existing university or college site, or adjacent to a main thoroughfare.

Indicator 24: HOUSES IN MULTIPLE OCCUPATION (HMOs)

Target: No set target. AMR to include a report on the number of applications determined for the creation of new HMOs within each ward and of these the number approved.

(Sites and Housing Plan Policy HP7)

3.60 Shared properties can help to meet housing needs in some areas, although the conversion of family homes to HMOs can lead to a shortfall in family accommodation. There is no Local Plan target for HMOs, however the AMR is required to include a report on the number of applications for new HMOs that are received and approved during the monitoring year (Table 15).

²² Planning applications 14/01762/FUL, 14/01725/FUL and 14/02434/FUL.

Annual Monitoring Report 2014/15

Ward	Applications for new HMOs determined 13/14	Applications for new HMOs approved 13/14	Applications for new HMOs determined 14/15	Applications for new HMOs approved 14/15
Barton and Sandhills	0	0	2	2
Blackbird Leys	0	0	0	0
Carfax	0	0	0	0
Churchill	3	3	3	2
Cowley	3	2	2	2
Cowley Marsh	1	1	1	0
Headington	2	2	4	4
Headington Hill and Northway	0	0	1	1
Hinksey Park	0	0	0	0
Holywell	0	0	0	0
Iffley Fields	3	2	3	1
Jericho & Osney	1	1	3	3
Littlemore	0	0	1	1
Lye Valley	1	1	8	6
Marston	1	1	2	2
North	1	1	1	0
Northfield Brook	0	0	0	0
Quarry & Risinghurst	1	1	1	1
Rose Hill and Iffley	0	0	1	1
St. Clements	3	2	3	2
St. Margaret's	0	0	0	0
St. Mary's	0	0	0	0
Summertown	0	0	2	2
Wolvercote	0	0	1	0
Total	20 (100%)	17 (85%)	39 (100%)	30 (77%)

Table 15: Planning applications for new HMOs determined and approved 2013/14-2014/15

Indicator 25: RESIDENTIAL MOORINGS

Target: Nil applications approved that are subject to an unresolved objection by the body responsible for managing the relevant river channel or waterway.

(Sites and Housing Plan Policy HP5)

Performance against target 2014/15:

N/A

Performance in previous two years:

2013/14: NEW AMR INDICATOR

2012/13: NEW AMR INDICATOR

3.61 No applications for residential moorings were received during the monitoring year.

Strong and Active Communities

Ambition: Communities that are socially cohesive and safe, and citizens who are actively engaged in pursuing their own well-being and that of their communities

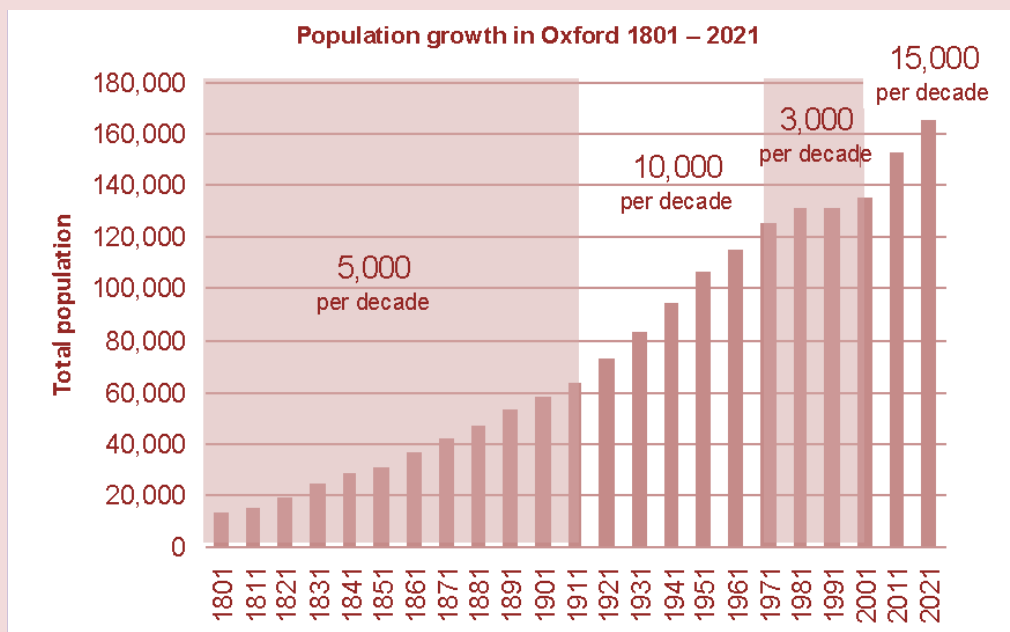
Approach:

- Promoting youth ambition
- Supporting older people
- Engaging our communities
- Promoting healthy living
- Building safe communities
- Celebrating culture and community events

Snapshot of Oxford's population

Usual resident population:	158,000 (estimate June 2014)
Annual population turnover:	25% annual population turnover ²³
Students as % of adult population:	24% (approximately 32,800 full time university students) ²⁴
Non-white British population:	28% non-white british population ²⁴
Life expectancy at birth:	Men: 79 years Women: 83 years ²⁴ In the least deprived parts of the city men can expect to live 8.3 years longer and women 6.6 years longer than those in the most deprived parts of the city.
% population in good or very good health:	87% of Oxfrd's population in good or very good health ²⁴
Areas of the city amongst the 20% most deprived parts of the country:	Of 85 'super output areas' in Oxford, 12 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city. ²⁴

Population changes over time



Oxford is currently in the middle of a new and distinct period of rapid population growth, adding around 15,000 people per decade. Oxford's population grew by 12% from 2001-2011, making it the sixth fastest growing English city. Oxford's population is projected to increase by another 13,000 people by 2021.

²³ Office of National Statistics (2011) UK Census data

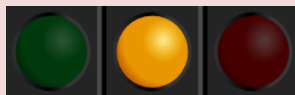
²⁴ Oxford City Council (May 2015) [Poverty and deprivation statistics](#)

Indicator 26: REGENERATION AREAS

Target: Individual targets have been set for each priority regeneration area

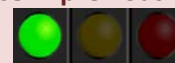
(Oxford Core Strategy Policy CS3)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



4.1 The Core Strategy identifies five priority areas for regeneration: Barton; Blackbird Leys; Northway; Rose Hill; and Wood Farm. Physical regeneration is to be housing led, with a focus on improving the quality and mix of housing. Individual targets have been set for each of the priority areas based upon their specific circumstances (Table 16).

Indicator	Target	Progress to date
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas (SOAs) in Oxford that fall amongst the 20% most deprived in England Baseline (2007)10 SOAs Target 1 (2016)Less than 10 SOAs Target 2 (2026) . . . Less SOAs than in 2016	The Index of Multiple Deprivation 2010 identified 12 SOAs in Oxford that are amongst the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton.
Timely progression of regeneration action plans for each area	Implement regeneration action plans in conjunction with other departments. (Timetable to be agreed corporately.)	To be taken forward by Neighbourhood/Community Partnerships.
Barton		
Reduce the sense of isolation from the rest of the city	Provision of new footbridge across the A40 and/or improvements to existing underpass by 2015/16.	See Indicator 27: Barton AAP
Blackbird Leys		
Improve the centre to create a mixed-use district centre	Provide approx. 3,000m ² (gross) A1 non-food retail floorspace and 975m ² (net) food retail floorspace by 2016.	The City Executive Board approved the Blackbird Leys delivery project (Option B) and commissioned officers to seek a partner for redevelopment on 11 June 2015.
Investigate the future of Windrush and Evenlode tower blocks	Undertake an options appraisal by 2011.	Planning permission granted for upgrade works in November 2014 (14/02641/FUL & 14/02640/CT3).
Northway		
Access across the A40 linking safeguarded land at Barton to Northway, for use by buses, pedestrians and cycles	Implementation by substantial completion of residential development at Barton by 2013/14.	Infrastructure commenced on site in July 2015 including new access across the A40 (14/03201/RES). See Indicator 27: Barton AAP.
Investigate the future use of Plowman tower block and the surrounding area, plus the possible redevelopment of the Northway offices	Options appraisal for Plowman tower block by 2010. Redevelopment of Northway Offices starting by Dec 2009.	Planning permission granted for upgrade works to Plowman Tower in November 2014 (14/02642/CT3). Planning permission granted in 2013. Redevelopment currently in progress.

Rose Hill		
Housing stock regeneration programme	Redevelopment of life-expired houses to provide 254 new residential units (113 market and 141 affordable) by 2012.	Development completed December 2011.
Wood Farm		
Redevelopment of the Wood Farm primary school/Slade nursery school site	Redevelopment of the Wood Farm primary school/Slade nursery school site to include enhanced facilities for the wider community by 2012.	Work completed October 2013.
Investigate the future use of Foresters Tower block and surrounding area	Options appraisal for Foresters tower block by 2011.	Planning permission granted for upgrade works to Foresters Tower in November 2014 (14/02643/CT3).

Table 16: Core Strategy monitoring framework for Policy CS3 Regeneration Areas

Indicator 27: WEST END

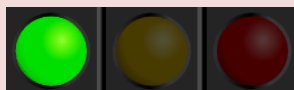
The West End Area Action Plan (AAP) guides development and change in Oxford's West End. It aspires to transform this key part of the City, which is currently under-utilised, raising it to the standard that Oxford's reputation deserves. The West End AAP identifies four key objectives to support this vision:

- An attractive network of streets and spaces
- A high quality built environment
- A strong and balanced community
- A vibrant and successful West End

The AAP monitoring framework (Table 17) is based around these objectives.

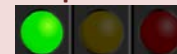
(Oxford Core Strategy Policy CS5, West End Area Action Plan)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13: Multiple indicators

AAP Indicator and Target	Performance 2014/15
Objective 1: An Attractive Network of Streets and Spaces	
Streets and Links - Provision of new links and improvements to existing	Frideswide Square is being remodelled to provide improved public space and a new traffic management system. Work commenced on site in February 2015.
Urban Public Spaces - New Public Spaces and improvements to existing	
Public Parking - Maintain the number of public parking spaces available	The Westgate development replaces 1,210 existing car parking spaces with 1,002 car parking spaces. Whilst this is a net reduction in parking spaces it is being undertaken alongside cycle, pedestrian and public transport improvements (14/02402/RES).
Green spaces and water - Enhancements to Castle Mill Stream and creation of stream-side park. Enhancements to Opens field.	The Fisher Row improvement scheme was completed in 2010, helping to open up the Castle Mill Stream walkway as a convenient and attractive route between north and south Oxford.

Objective 2: A High Quality Built Environment	
Historic Environment - 100% of schemes permitted to demonstrate consideration of historic environment in design and access statements.	All schemes considered in relation to their impact on the historic environment.
Design - 100% of schemes approved to comply with the design code	The Westgate development was also reviewed by the Oxford Design Review Panel (14/02402/RES).
Resource Efficiency - 100% schemes approved comply with the requirements of the NRA SPD	See Indicator 37: Natural Resource Impact Analysis (NIRA)
Flooding - 100% of schemes in areas of flood risk or over 1ha to submit a flood risk assessment	See Indicator 36: Managing Flood Risk
Objective 3: A Strong and Balanced Community	
Housing Mix - To provide approx. 700 new homes (minimum 25% to be 3/4/5 bedroom)	No major housing development completed in the West End during 2014/15.
Affordable Housing - 50% affordable housing on qualifying sites	See Indicator 14: Proportion of affordable housing where there is a policy requirement.
Amenities to support new housing - 100% of new residential development within 30 minutes public transport time of a GP, hospital, schools, employment areas and major retail centre	Development in the West End is close to a whole range of city centre amenities. New city centre healthcare facilities in the West End have not yet come forward.
Objective 4: A Vibrant and Successful West End	
Mixed uses - 100% of developments on sites of 0.2ha or more to incorporate more than one use	The Westgate development (14/02402/RES) permitted 5 December 2014 includes: A1 retail, A2 finance and professional services and/or A3 restaurants and cafes and/or A4 public house etc and/or A5 hot food takeaways, C3 residential and D2 assembly and leisure.
Offices (B1a) - 15,000m ² private sector and 20,000m ² public sector	The Oxpens site provides an opportunity to deliver 10,400m ² of office and research and development space. It is closely interlinked with the neighbouring station site and, as part of the City Deal with central Government signed in January 2014, will be brought forward for development in 2017.
Retail (A1) - At least 37,000m ² gross additional retail floorspace	The new Westgate development will deliver 62,829m ² of new retail floorspace in the West End. Work commenced on site in early 2015 (14/02402/RES).
Cultural Attractions - An increase in cultural attraction floorspace	A new cinema will be included in the Westgate development (14/02402/RES). Work commenced on site on 5 February 2015.
Hotel Accommodation - Increase the number of hotels and guest house rooms in the West End	22 additional short stay accommodation bedrooms completed in 2014/15 at 20-24 St Michael's Street (11/02404/FUL).

Table 17: West End Area Action Plan monitoring 2014/15

4.2 Significant progress has been made on key projects in the West End during 2014/15. This includes the commencement of the Westgate development and improvement works at Frideswide Square. These developments will bring about significant positive change in this part of the city.

4.3 In addition to this, in January 2015 a grant from the Local Growth Fund of £3.5 million to enable the development of Oxpens was announced by Government, following a submission by officers through the Oxfordshire Local Enterprise Partnership (OxLEP). Oxpens is a major West

End development scheme that will create 300 homes as well as a hotel, offices and research and development space to support over 1,000 jobs. This project comprises infrastructure works to bring the site forward for mixed-use development that supports the knowledge economy as set out in the Oxfordshire Strategic Economic Plan, the Oxford West End Area Action Plan and in the Oxpens Supplementary Planning Document.

4.4 In anticipation of future funding and infrastructure needs of planned strategic developments, officers have prepared a range of business cases for 10 projects, totalling £160 million. These will be prioritised going forward with a major priority being the redevelopment of Oxford Railway Station.

Indicator 28: BARTON PARK

The Barton Area Action Plan (AAP) guides development and change at the Barton strategic site, aiming to deliver a development that reflects Oxford’s status as a world class city and which supports integration and sustainability. The Barton AAP identifies five key objectives to support this vision:

- Deliver a strong and balance community
- Bring wider regeneration of neighbouring estates
- Improve accessibility and integration
- Encourage a low-carbon lifestyle
- Introduce design that is responsive and innovative.

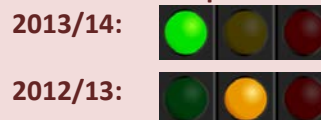
The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS7, Barton Area Action Plan)

Performance against target 2014/15:



Performance in previous two years:



4.5 Policy CS7 of the Core Strategy, supported by the Barton AAP, allocates 36ha of land in the north of the city between Barton and Northway (known as land at Barton) for a predominately residential development of 800-1,200 new dwellings. This is the largest residential development opportunity in the city.

4.6 Outline planning permission was granted in September 2013 for means of access for the erection of a maximum of 885 residential units (Class C3); a maximum of 2,500 m² gross Class A1, A2, A3, A4 and A5 uses (with a maximum of 2,000m² gross food store Class A1); a maximum of 50 extra care housing units; a maximum of 7,350 m² GEA hotel (Class C1); and a maximum of 3,000 m² GEA Class D1, D2 floorspace (community hub) in development blocks ranging from 2 to 5 storeys with associated cycle and car parking, landscaping, public realm works, interim works and associated highway works²⁵.

4.7 Whilst it is still too early to monitor progress against the Barton AAP monitoring framework, significant progress towards delivering this development has been made during the 2014/15

²⁵ Planning application reference 13/01383/OUT.

monitoring year. A reserved matters application for works needed to prepare the site for development was approved in February 2015²⁶ and work commenced on site in summer 2015. A number of conditions attached to the outline planning permission were also discharged during 2014/15. It is expected that a reserved matters application for Phase 1 of the development (237 dwellings) will be received in autumn 2015, with work on Phase 1 commencing on site in summer 2016.

- 4.8 Barton Park was the winner of Planning Resource’s Award for Planning for Housing Growth in November 2014. The development was also used as a Town and Country Planning Association (TCPA) case study in an article published in June 2015 for its innovative approach to housing delivery through a Council-led joint venture²⁷.

Indicator 29: NORTHERN GATEWAY

The Northern Gateway Area Action Plan (AAP) guides development and change at the Northern Gateway. It aspires to create a vibrant and successful extension to Oxford, with a flourishing community of knowledge-based industries and modern new homes. The Northern Gateway AAP identifies six key objectives to support this vision:

- Strengthen Oxford’s knowledge-based economy
- Provide more housing
- Improve the local and strategic road network and other transport connections
- Respond to the context of the natural and historic environment
- Create a gateway to Oxford
- Encourage a low-carbon lifestyle/economy

The AAP establishes a specific monitoring framework for this site.

(Oxford Core Strategy Policy CS6, Northern Gateway Area Action Plan)

Performance against target 2014/15:

N/A

Performance in previous two years:

2013/14: NEW INDICATOR

2012/13: NEW INDICATOR

- 4.9 The Northern Gateway AAP was submitted to the Secretary of State for examination during the 2014/15 monitoring year and was subsequently adopted in July 2015. It is too early to monitor development at this site against the AAP’s monitoring framework as no planning application has been submitted, however it should be noted that the development consortium undertook initial public consultation in February 2015.

- 4.10 The Northern Gateway is a key element of the Oxford and Oxfordshire City Deal, which was agreed to support innovation-led economic growth. The City Deal partners and Government have agreed to invest a total of £17.8m in highway infrastructure at the Northern Gateway to enable the development. Phase 1 includes improvement works to both Wolvercote and Cutteslowe roundabouts. These works are currently in progress and are due for completion in late 2016. The next phase will include the provision of a link road between the A44 and

²⁶ Planning application reference 14/03201/RES

²⁷ Association for Public Service Excellence and Town and Country Planning Association (June 2015) Housing the nation: Ensuring Councils can deliver more and better homes. APSE: Manchester.

A40 and new signalised junctions. This will be bought forward as part of the wider development at the Northern Gateway.

Indicator 30: LAND AT SUMMERTOWN

Target: If the site becomes available, provide a minimum of 200 new homes by 2026
(Oxford Core Strategy Policy CS8)

Performance against target 2014/15:

N/A

Performance in previous two years:

2013/14: NEW INDICATOR

2012/13: NEW INDICATOR

4.11 This site did not become available during the 2014/15 monitoring year.

Indicator 31: NEIGHBOURHOOD PLANNING

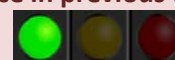
Neighbourhood plans to set their own targets. AMR to report on progress of neighbourhood plan production.

Progress in 2014/15:



Performance in previous two years:

2013/14:



2012/13:



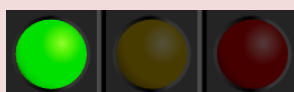
4.12 The 2011 Localism Act introduced new powers for communities that enable them to be directly involved in planning for their areas. Neighbourhood planning allows communities to come together through a parish council or neighbourhood forum to produce a neighbourhood plan. Neighbourhood plans are about developing land in a way that is sympathetic to the needs of local stakeholders and that gives local people a greater say in where new development should go and what it should look like. Once plans are adopted they will become an important consideration when making decisions on planning applications.

4.13 The Headington Neighbourhood Forum was formally designated by the City Executive Board on 10 September 2014. The Forum has since published a Draft Neighbourhood Plan and undertook consultation on this from 31 May-16 July 2015. This means that Oxford now has three designated neighbourhood forums (including Wolvercote Neighbourhood Forum and Summertown/St Margaret's Neighbourhood Forum). Neighbourhood Forums will continue working on bringing their Neighbourhood Plans forward.

Indicator 32: PERMISSIONS CONTRARY TO THAMES VALLEY POLICE ADVICE

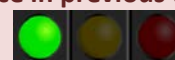
Target: 0% of planning permissions granted contrary to Thames Valley Police objection
(Oxford Core Strategy Policy CS19)

Performance against target 2014/15:

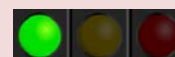


Performance in previous two years:

2013/14:



2012/13:



4.14 In 2014/15 no planning permissions were granted contrary to Thames Valley Police objection.

Indicator 33: PROVISION/IMPROVEMENT OF LOCAL HEALTHCARE FACILITIES

Target: New health centre in the West End by 2016

New health provision to be provided in Barton by 2017 (Oxford Core Strategy Policy CS15)

Performance against target 2014/15:



Performance in previous two years:

2013/14: N/A

2012/13:

4.15 The s106 agreement which accompanies the outline planning permission for Barton Park includes a financial contribution of £200,000 toward healthcare provision, which will provide additional healthcare services as a satellite GP surgery (application 13/01383/OUT).

4.16 New healthcare facilities in the West End have not yet come forward.

Indicator 34: PROVISION/IMPROVEMENT OF LOCAL EDUCATIONAL FACILITIES

Target: New primary school at Barton by September 2015 (Oxford Core Strategy Policy CS19)

Performance against target 2014/15:



Performance in previous two years:

2013/14: N/A

2012/13: N/A

4.17 A new primary school facility will be provided as part of the development at the Barton strategic site. These facilities are required when 400 dwellings have been delivered. As Phase 1 consists of 237 dwellings, the 400 dwelling threshold will not be met for some time. In the short term, additional classrooms will be provided at Bayards Hill. Whilst the September 2015 target has not been met, significant progress towards delivering this development has been made during the monitoring year (see Indicator 27).

Indicator 35: MAINTAINING ACCESS TO COMMUNITY FACILITIES

Target: 100% of developments that result in the loss of a community facility to make equivalent provision or improvements to existing provision (unless is it demonstrated that the existing use is and will continue to be redundant) (Oxford Core Strategy Policy CS20)

Performance against target 2014/15:



Performance in previous two years:

2013/14:

2012/13:

4.18 No planning applications that would result in the loss of a community facility were permitted during the monitoring year.

Cleaner and Greener Oxford

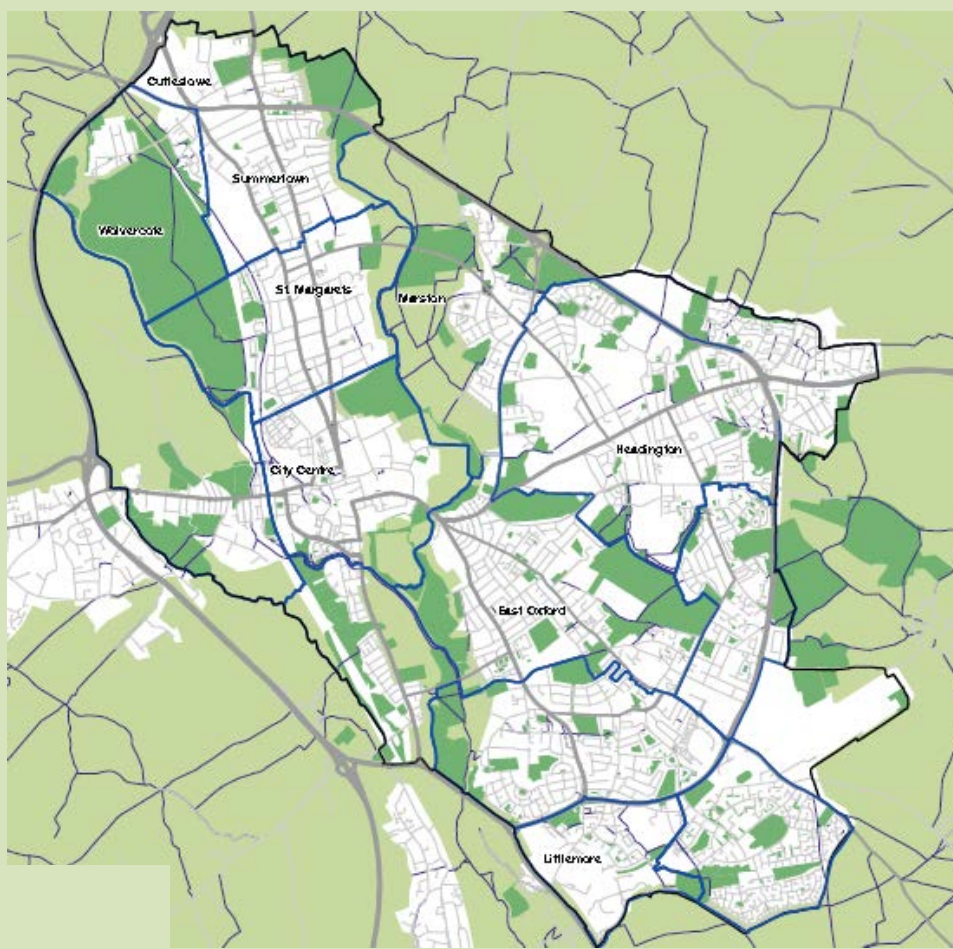
Ambition: A cleaner, greener Oxford - in the city centre, in our neighbourhoods and in all public spaces

- Approach:
- Recycling and refuse collection
 - Improving cleanliness in streets, neighbourhoods and open spaces
 - Reducing the Council's carbon footprint
 - Reducing the city's carbon footprint

Oxford - Environmental Snapshot

Total area:	17.6 square miles / 46 square kilometers
Green Belt (% of total area)	27% of Oxford's total area
Allotments:	36 allotment sites across the city
Listed Buildings:	More than 1,600 listed buildings
Conservation Areas	18 conservation areas
Carbon emissions per capita:	6.2 tonnes per resident ²⁹
% of Oxford's residents commuting within the city by car:	20% ²⁸ of Oxford's residents commuting within the city by car
% Oxford's residents commuting within the city by bicycle or foot	50% ²⁹ of Oxford's residents commute within the city by bicycle or on foot

Spatial distribution of parks and open spaces in Oxford:²⁹



²⁸ Oxford City Council (2015) [Oxford Profile](#)

²⁹ Oxford City Council (2013) [Green Spaces Strategy](#) Appendix 1

Indicator 36: CHANGES IN AREAS OF BIODIVERSITY IMPORTANCE

Target: No net reduction in areas designated for their intrinsic environmental value i.e. SAC, SSSI, RIGS and locally designated sites (Oxford Core Strategy Policy CS12)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



5.1 Table 18 provides details of sites designated for their intrinsic environmental importance in Oxford. It shows that in 2014/15 there was no change in the area of any of these designated sites.

Designation	2011/12 (Area - ha)	2012/13 (Area - ha)	2013/14 (Area - ha)	Change (Area - ha)
Sites of Special Scientific Interest (SSSI)	278.24	278.24	278.24	No change
Special Areas of Conservation (SACs)	177.1	177.1	177.1	No change
Local Wildlife Sites	125.44	125.44	125.44	No change
Sites of Local Interest for Nature Conservation (SLINCs)	202.5	202.5	202.5	No change
Local Nature Reserves (3 Sites)	6.63	6.63	6.63	No change
Regionally Important Geological or Geomorphological Sites (RIGS) (2 Sites)	2.0	2.0	2.0	No change

Table 18: Area of sites designated for their environmental importance in Oxford (Natural England Data)

Indicator 37: MANAGING FLOOD RISK

Targets: 0% of planning permissions granted contrary to formal Environment Agency Objection. 100% of developments over 1ha in Flood Zone 1 to be accompanied by a flood risk assessment. 100% of developments in Flood Zone 2 or above to be accompanied by a flood risk assessment. (Oxford Core Strategy Policy CS11)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



5.2 No planning permissions were granted contrary to formal Environment Agency objection in the 2014/15 monitoring year.

5.3 It is a national requirement for planning applications to be accompanied by a site specific flood risk assessment where the proposed development is 1ha or greater in Flood Zone 1 or located in Flood Zones 2 or 3. Planning applications are not validated if they do not meet these requirements.

Indicator 38: NATURAL RESOURCES IMPACT ANALYSIS (NRIA)**Target: 100% of qualifying planning permissions granted to comply with NRIA requirements****Minimum of 20% on-site renewable energy from qualifying sites**

(Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

Performance against target 2014/15:**Performance in previous two years:**

2013/14:



2012/13:



5.4 Core Strategy Policy CS9 requires developments of 10 or more dwellings, or non-residential developments of 2,000m² or more, to submit a NRIA. These developments are required to meet 20% of their energy requirements on site through renewable and low carbon technologies, as well as to consider a range of complementary sustainability measures including energy efficiency. A completed NRIA checklist that rates the development's use of natural resources must be submitted with each application. Rarely is the City Council likely to approve a development where a score of at least 6 out of 11 is not achieved, including at least the minimum standard in each section.

Application Reference & Site	Development	NIRA Checklist Score	Proposed On-Site Renewable Energy Generation
13/03454/CT3 Elsfield Hall 15-17 Elsfield Way	Demolition of existing building. Erection of 17 residential units.	7/11	20% on-site renewable energy generation. 12% from Solar PV, with the remaining generated by either Air Source Heat Pumps or Ground Source Heat Pumps).
14/00067/FUL 110 - 120 Botley Road	Demolition of existing retail store. Redevelopment of site with replacement retail store.	6/12	23% on-site renewable energy generation - regulated only from Solar PV ³⁰ . Other technologies are not appropriate on this site for a number of reasons including the potential disturbance to neighbours, limited space, and the fact that the building is not operational 24 hours a day.
14/01586/RES Old Road Campus Roosevelt Drive	Erection of medical research building (Big Data Institute).	8/11	20% on-site renewable energy generation through the use of high efficiency on-roof PV arrays and via CHP generators.
14/02402/RES Westgate Centre and adjacent land	Demolition of southern part of Westgate Centre, 1-14 Abbey Place and multi-storey car park, refurbishment and retail-led mixed use development.	8/11	At least 20% on-site renewable energy generation. Method(s) of on-site renewable energy generation to be confirmed.

³⁰ Regulated emissions include only that related to energy use for heating, hot water and internal lighting. It does not include all other energy use such as electrical appliances, cooking and cooling (including fridges/freezers).

14/02650/FUL Former DHL Site Sandy Lane West	Erection of nine industrial units for B1C light Industrial, B2 general industrial and B8 storage and distribution use.	10/11	40% on-site renewable energy generation through Solar PV.
14/03255/FUL 333 Banbury Road	Demolition of existing buildings (excluding the 1820s villa). Construction of new independent sixth form school.	8/11	35% on-site renewable energy generation through the use of a Combined Heat and Power system.
12/02848/OUT Land North of Littlemore Healthcare Trust, Sandford Road	Outline application (fixing access) for up to 140 residential units.	A full energy statement and NRIA checklist which demonstrates how the development would achieve the 20% target would only be possible at the reserved matters stage.	
14/00688/B56 Sun Alliance House, 52 New Inn Hall Street	Change of use from B1a office to C3 residential to provide 22 dwellings.	0% on-site renewable energy generation In 2013 the government introduced temporary permitted development rights that allow changes of use from a B1a office to C3 residential without the need for full planning permission. Whilst developers must seek prior approval from the City Council to undertake the change of use, the only issues that can be considered are flooding, contamination, highways and transport. This means that these applications are not assessed against the full range of policies in Oxford's Local Plan and that compliance with Policies CS9 and HP11 cannot be sought.	
14/01646/B56 242-254 Banbury Road	Change of use from B1a office to C3 residential to provide 16 dwellings.		
15/00082/B56 8 Alfred Street	Change of use from B1a office to C3 residential to provide 15 dwellings.		
15/00189/B56 Kennett House	Change of use from B1a office to C3 residential to provide 12 dwellings.		

Table 19: Qualifying developments' compliance with NIRA requirements (permissions) 2014/15

5.5 Seven planning applications that met the thresholds for applying NRIA requirements were granted planning permission in the 2014/15 monitoring year. Of these applications, all achieved the required checklist score of at least 6 out of 11, with four applications achieving scores of eight or higher. (This does not include the outline permission for Land North of Littlemore Healthcare Trust, as a full assessment against NRIA and renewable energy requirements can not be made until the detailed design is confirmed at the reserved matters stage.) This suggests that the NRIA continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.

5.6 The NRIA SPD sets a minimum standard of 20% of all qualifying developments' energy needs to be met by renewable energy generated on site. Only one application was unable to meet this target and this was due to the specific limitations of the site (110-120 Botley Road). It should also be noted that some applications were able to exceed this target, with some proposing to meet significantly higher proportions of the development's energy requirements through renewable energy generated on site.

Indicator 39: DEVELOPMENT IN THE GREEN BELT

Target: No inappropriate development in the Green Belt unless specifically allocated in Oxford's Local Plan (Oxford Core Strategy Policy CS4)

Performance against target 2014/15:



Performance in previous two years:



5.7 Table 20 provides details of planning permissions granted for development in the Green Belt during the monitoring year. All applications were considered against Green Belt policies set out in the National Planning Policy Framework and Core Strategy. No inappropriate development was permitted during 2014/15.

Location	Application Reference	Development	Reason for Approval
Victoria Arms Mill Lane	14/00034/FUL	Formation of overflow car park	A temporary permission will allow the Council to re-assess the impact after 3 years to ensure the management of the space and the material to be used are effective in preserving the character and appearance of the area.
Iffley Meadows The Towing Path	14/00613/ADV	Display of 2 non-illuminated signs at the boundary with Donnington Bridge Road	The application proposed the erection of signs by Berks, Bucks and Oxon Wildlife Trust at the edge of the nature reserve which is managed by the Trust. The signs themselves relate directly to the wildlife on the surrounding land and are therefore considered an acceptable and pertinent form of advertising in this area.
Christ Church Sports Ground Iffley Road	14/00822/FUL	Construction of multi-use games area on the existing sports field/tennis courts including lighting and fence to perimeter	The proposal would retain the open-air sports facility by replacing the existing tennis courts with an all-weather multi-use games area. The new flood lamps will be LED and will have a better and more accurate direction of light, with zero upward light spillage. The mesh fencing surrounding would be moss green and it is considered that the proposed lamps and poles could match to reduce visual impact, secured by condition.
Land Adjacent Clarendon Laboratory Parks Road	14/01460/FUL	Removal of ornamental gates and sections of railings	Conservation area consent previously granted under 10/03210/CAC.
Balliol College and New College Boat Clubs, Christ Church Meadow	14/01460/FUL	Erection of single storey rear extension	The proposal supports an existing recreational use and represents a visually sympathetic addition to the existing building of a modest scale.

Table 20: Planning permissions granted for development in the Green Belt in 2014/15

Indicator 40: WASTE AND RECYCLING

Target: Reduction in residential waste per household (Target set in Corporate Plan)

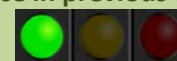
Increase the percentage of total household waste that is recycled and composted. (At least 45% by 31 March 2015 and at least 55% by 31 March 2020) (Oxford Core Strategy Policy CS10)

Performance against target 2014/15:



Performance in previous two years:

2013/14:



2012/13:



Waste

5.8 The average residual waste per household in 2014/15 was 414.6kg, well below the Corporate Plan 2014-18 target of 430.0kg per household.

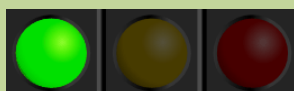
Recycling

5.9 The Core Strategy baseline for the proportion of total household waste recycled or composted was 19% (2005/06), with a target of increasing this to at least 45% by 31 March 2015. In the 2014/15 monitoring year, 46.25% of household waste was recycled or composted, exceeding the Core Strategy target. Future AMRs will assess progress against the Core Strategy target of at least 55% of household waste being recycled or composted by 31 March 2020.

Indicator 41: HERITAGE ASSETS AT RISK

Target: A decrease in heritage assets at risk or no net increase in heritage assets at risk
(Oxford Core Strategy Policy CS18)

Performance against target 2014/15:



Performance in previous two years:



5.10 Historic England’s Heritage at Risk Programme identifies sites that are most at risk of being lost as a result of neglect, decay or inappropriate development. In 2014/15 two of Oxford’s heritage assets were identified as being at risk (Table 21).

Heritage Asset	Condition	Priority Category
Church of St Thomas the Martyr St Thomas Street	Poor	C – Slow decay; no solution agreed.
Swing Bridge, Near Rewley Road	Very Bad	B – Immediate risk of further rapid deterioration or loss of fabric; solution agreed but not yet implemented

Table 21: Heritage assets at risk in Oxford 2014/15 (Historic England)

5.11 The same heritage assets were identified as being at risk in the previous monitoring year and there has been no notable change in their condition. This is a net decrease in the number of heritage assets at risk when compared to the Core Strategy baseline when there were 3 heritage assets at risk.

Indicator 42: APPLICATIONS INVOLVING THE TOTAL, SUBSTANTIAL OR PARTIAL DEMOLITION OF A LISTED BUILDING

Target: 0% Listed Building Consents or planning permissions granted that involve the total, substantial or partial demolition of a listed building
(Oxford Core Strategy Policy CS18)

Performance against target 2014/15:



Performance in previous two years:



5.12 During the 2014/15 monitoring year five listed building consents/planning permissions were granted for the total, substantial or partial demolition of a listed building (Table 22).

Application Reference	Address	Description	Reason for Approval
14/00590/LBD	124 Kingston Road	Removal of rear conservatory and erection of single storey rear extension.	The existing 1990s rear conservatory has a plastic roof and splayed sides and is of no particular interest. The proposals would be an improvement as the extension would be subservient to the listed building as a whole and would be a solid construction with natural materials.
14/01336/LBD	Magdalen College	Dismantle existing stone gate piers fronting High Street (for duration of building works to construct library extension) and rebuild.	Permission was sought to temporarily dismantle the existing stone piers and gates and to store them safely on site for the duration of building works to avoid damage. A record will be made of the piers including measurements and photographs to ensure they are reinstated 'like for like'.
14/02387/LBD	Turf Tavern 7 Bath Place	Demolition of existing canopy, erection of new single storey extension on and external redecoration.	The existing canopy is a modern construction is no longer fit for purpose and is in need of repair.
14/00927/LBD	64-70 High Street	Dismantling and later reconstruction of garden walls at 61, 62, 63 and 64 High Street/ Rose Lane, to allow access for works to Stanford House.	Permission was sought to temporarily remove parts of three listed garden walls to enable temporary construction access. The walls will be re-constructed upon completion of the development.
14/00829/LBD	Lawn Upton House	Demolition of existing garden building (for erection of new single storey dwelling).	The existing garden building has been neglected and is in an advanced state of decay. The proposal is to rebuild the building as closely as possible to the original, although raising its height slightly.

Table 22: Permissions granted for the total, substantial or partial demolition of a listed building 2014/15

5.13 Although granting permission for the total, substantial or partial demolition of any listed building goes against the Core Strategy target, there were strong conservation reasons for permitting this in all the cases approved in 2014/15. In the two cases where structures were to be permanently demolished, they were within the curtilage of a listed building but of no particular historic interest in themselves. In all cases the decision supported the enhancement and/or long term preservation of the special character, setting or features of the listed structures concerned. Where structures

Indicator 43: APPEALS ALLOWED WHERE CONSERVATION POLICIES ARE CITED AS A REASON FOR REFUSAL

Target: 80% of appeals dismissed where conservation policies are cited as a reason for refusal (Oxford Core Strategy Policy CS18)

Performance against target 2014/15:



Performance in previous two years:



5.14 The conservation policies are the saved historic environment policies in the Oxford Local Plan 2001-2016 and Core Strategy Policy CS18. Ten appeals were determined in 2014/15 where

these policies had been cited as a reason for refusal. Eight of these appeals (80%) were dismissed.

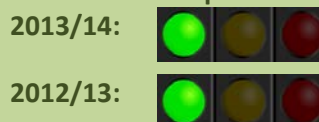
Indicator 44: TREE PRESERVATION ORDERS (TPOs)

Target: 0% of applications for felling trees that are the subject of a TPO to be approved by the City Council contrary to officers' recommendations (Oxford Core Strategy Policy CS18)

Performance against target 2014/15:



Performance in previous two years:



5.15 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2014/15.

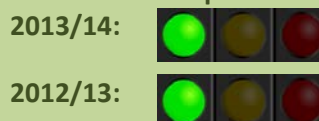
Indicator 45: LOSSES OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES

Target: No net loss to other uses of publically accessible open space, outdoor sports and recreation facilities (Oxford Core Strategy Policy CS21)

Performance against target 2014/15:



Performance in previous two years:



5.16 No planning applications were permitted where there would be a net loss of publicly accessible open space, outdoor sports or recreation facilities in 2014/15.

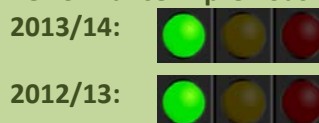
Indicator 46: NUMBER OF PARKS WITH GREEN FLAG STATUS

Target: Renew the Green Flag status for parks that have already achieved this award. Aim to produce more successful winners of this award (Oxford Core Strategy Policy CS21)

Performance against target 2014/15:



Performance in previous two years:



5.17 The Green Flag Award is an international standard that recognises the cleanliness and attractiveness of parks and green spaces. Five of Oxford's City Council managed parks have achieved this award in previous years. All of these awards were maintained in 2014/15.³¹

³¹ Oxford City Council managed parks with Green Flag status: Cutteslowe and Sunnymead Park, Hinksey Park, Florence Park, Bury Knowle Park and Blackbird Leys Park.

Indicator 47: TRAFFIC GROWTH AT INNER AND OUTER CORDONS

Target: Inner Cordon - no more than 0% growth

Outer Cordon - no more than 0.2% average annual growth (Oxford Core Strategy Policy CS14)

Performance against target 2014/15:



Performance in previous two years:



5.18 Oxfordshire County Council monitors traffic flows at two ‘cordons’ in Oxford. The inner cordon count provides an indication of the average number of vehicles entering the city centre on any given weekday, whilst the outer cordon count provides an indication of the number of vehicles entering Oxford from beyond the city boundary on any given weekday.

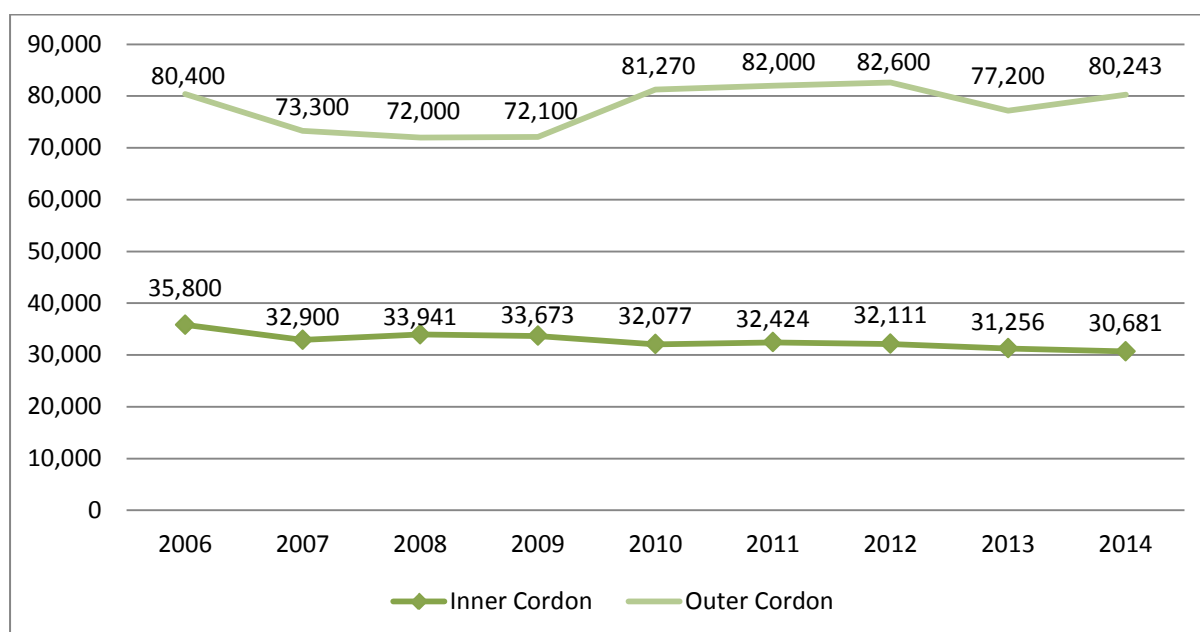


Figure 10: Average weekday inbound traffic at the Inner and Outer Cordons 2006 – 2014*

**Note: In 2010 an additional outer cordon monitoring location was added on Oxford Road, North of Bagley Wood. Data from two outer cordon monitoring locations (Oxford Road and Beaumont Road) was unavailable for 2013.*

5.19 Figure 10 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline. As footfall in the city centre has remained high during this period, this suggests that there has been a move towards more sustainable modes of travel such as walking, cycling and public transport.

5.20 The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation during this time, however the average weekday inbound traffic in 2014 was lower the Core Strategy 2006 baseline.

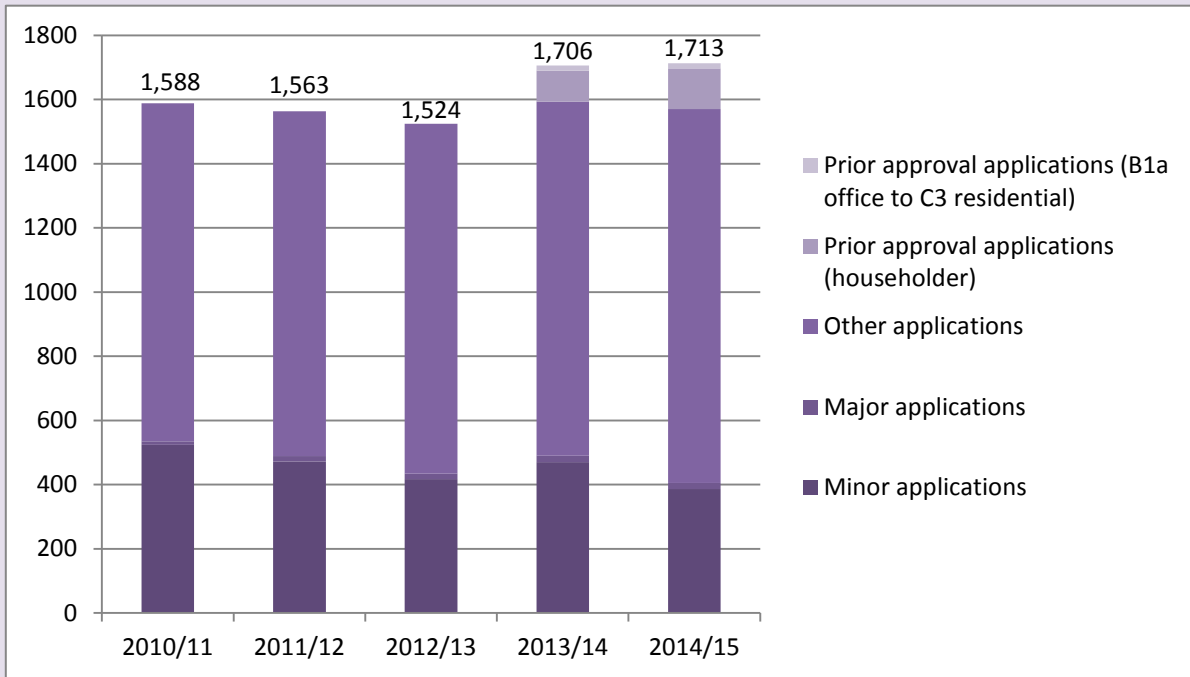
An Efficient and Effective Council

Ambition: A flexible and digitally enabled organisation, delivering high-quality, value-for-money services

- Approach:
- The customer first programme
 - Improving our processes
 - Better procurement and contract management
 - Trading and business development
 - Organisation development

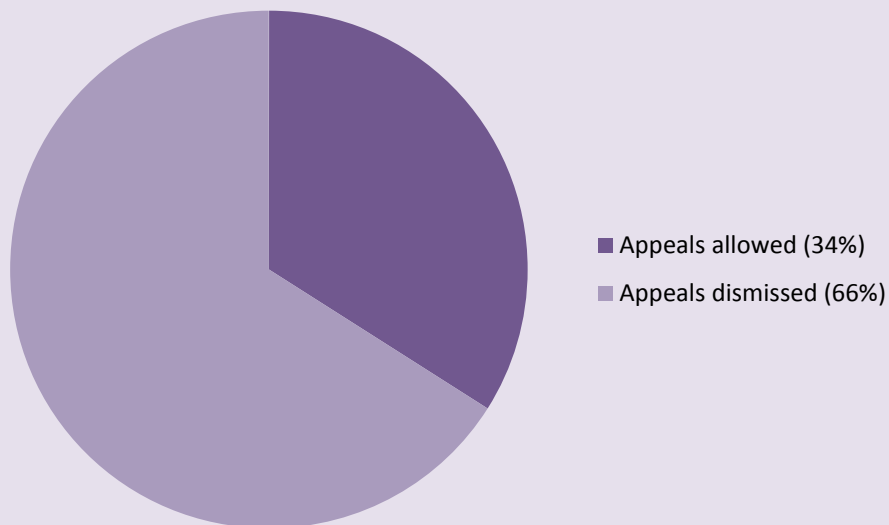
Planning Performace 2014/15

Planning applications received:



Planning appeal decisions 2014/15:

In 2014/15 50 planning appeals relating to sites in Oxford were determined (excluding enforcement appeals). The outcomes of these appeals are summarised below:



LOCAL DEVELOPMENT SCHEME MONITORING

6.1 The Local Development Scheme (LDS) sets out timescales for producing new Local Plan documents. Table 23 shows performance against these timescales in 2014/15.

Local Plan Document	LDS Timescale	Progress
Northern Gateway Area Action Plan (AAP)	Start July 2012 - Adoption May/June 2015 ³²	Work on the Northern Gateway AAP progressed significantly during 2014/15 and the document was submitted to the Secretary of State in October 2014 in-line with the LDS. Public hearings were held in March 2015 and the Inspector's report was received on 15 June. The AAP was adopted shortly after this on 20 July 2015.
Development Management Development Plan Document (DPD)	Start October 2012 - Examination November 2014	The City Council has not yet made a decision on whether it will still produce a Development Management DPD.
Low Carbon (inc. NRIA) Supplementary Planning Document (SPD)	Start April 2013 - Adoption April 2014	This document is likely to be moved to the LDS work programme for 2016-19. Guidance in terms of residential development is already provided in the Sites and Housing Plan.

Table 23: Progress against Local Development Scheme timescales in 2014/15

6.2 In addition to the documents set out in the LDS, progress was also made on the following documents during 2014/15:

Diamond Place SPD – Consultation was undertaken on both the preferred options and draft SPD during the monitoring year. The SPD was subsequently adopted on 9 July 2015.

Statement of Community Involvement (SCI) – Consultation was undertaken on the draft SCI in early 2015. The revised SCI was adopted on 9 July 2015.

Achieving High Quality Design in Oxford SPD – Work commenced on this document during the 2014/15 monitoring year and will continue into 2015/16.

DUTY TO COOPERATE MONITORING

6.3 The Duty to Cooperate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents. Much of this engagement and cooperation was already undertaken by the City Council as best practice, and we have a history of working with neighbouring authorities.

6.4 In 2014/15 work was progressing on the Northern Gateway Area Action Plan (AAP), which, as a Local Plan document, was subject to the Duty to Cooperate. Consultation took place with the prescribed bodies and with the other Oxfordshire authorities on the Proposed Submission AAP from July to September 2014, followed by submission to Government, and public examination hearing sessions held in March 2015. On-going dialogue meetings were also held during that period with a range of stakeholders, including with various Duty to Cooperate bodies and in particular with Oxfordshire County Council. Full details of how the City Council

³² Amended timescale approved by Full Council on 14 July 2014

complied with the Duty to Cooperate in respect of the Northern Gateway AAP are set out in the Northern Gateway AAP Duty to Cooperate Compliance Statement (October 2014).

- 6.5 The City Council has also been actively involved in a number of on-going joint-working and partnership relationships, which help to inform a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Oxfordshire Growth Board (formerly the Oxfordshire Spatial Planning and Infrastructure Partnership (SPIP)); the Oxfordshire Local Enterprise Partnership (LEP); the Oxford Strategic Partnership; the Oxfordshire Local Transport Board; the Oxfordshire Leaders Group; the Oxfordshire Chief Executives Group; City and County Bilateral meetings; the Oxfordshire Area Flood Partnership; the Oxford Regeneration Programme Partnership; and the Oxfordshire Planning Policy Officers Group. These meetings are attended either by lead members and/or by a range of senior officers.
- 6.6 Following on from the Oxfordshire joint Strategic Housing Market Assessment publication in April 2014, the City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the county is met in emerging Local Plans, including housing need that cannot be met in Oxford because of the city's tightly drawn administrative boundary and intrinsic environmental constraints. This is a key and pressing strategic and cross-boundary issue. The engagement on this matter has included work to ensure the Oxford Strategic Housing Land Availability Assessment (SHLAA) is up to date to establish city's housing capacity, as well as work to test the options for where the growth might be distributed across the county such as the jointly-commissioned Oxford Green Belt Study.

APPEAL DECISION MONITORING

- 6.7 Monitoring appeal decisions helps us to understand how planning policies are interpreted and applied by inspectors. In the majority of cases inspectors found our policies to be up-to-date and in compliance with national policy and guidance. There were a few interesting comments made on specific policies during 2014/15 and these are summarised below:

Saved Local Plan Policy HE.7 - Conservation Areas

- 6.8 In a number of cases inspectors commented that Policy HE.7 echoes the sentiments of the NPPF in aiming to sustain or enhance the significance of heritage assets. There was one case however where the inspector commented that Policy HE.7 could better reflect the current wording of the National Planning Policy Framework.³³

Sites and Housing Plan Policy HP4 – Affordable Homes from Small Housing Sites

- 6.9 Policy HP4 requires a financial contribution towards affordable housing provision on sites with a capacity for four to nine dwellings. In one case an inspector did not consider a financial

³³ Appeal against the refusal of planning application 13/00880/FUL for the demolition of existing garages and outbuildings, partial demolition of the existing house, erection of extensions and rebuilding of stone boundary wall at 29 Old High Street. Appeal dismissed.

contribution necessary as they had no information before them demonstrating that the site had the capacity for four or more dwellings.³⁴

Sites and Housing Plan Policy HP5 – Location of Student Housing

- 6.10 One Inspector commented: “Policy HP5 is unequivocal as to where planning permission will only be granted for student accommodation in the City.”³⁵

Saved Local Plan Policy RC.6 – Street Specific Controls

- 6.11 An Inspector commented that the Local Plan Policies Map uses a generic notation for all street specific retail frontages meaning that there is no clear way to identify which units are located within the particular street areas.
- 6.12 The same Inspector, in considering the application to convert and amalgamate three shops to a restaurant/café against policy RC.6 questioned whether it was clear how the policy applied when shop units were being amalgamated.³⁶

Balance of Dwellings (BoDs) SPD

- 6.13 In one case, an appellant suggested that the research underlying the BoDs SPD is dated and that there has been repeated non-compliance with the SPD’s requirements. In response, the City Council referred to the most recent Strategic Housing Market Assessment (SHMA) which indicated that the greatest requirement for new homes in percentage terms will continue to be for 3-bed units and therefore the BoDs SPD remains valid and relevant. The Inspector found “no compelling grounds to disagree with the Council on this point.”³⁷ Indicator 16 provides further information on the application of the BoDs SPD.

STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

- 6.14 Effective community engagement is essential to good planning. The Statement of Community Involvement (SCI) sets out how the City Council will involve the community and other stakeholders in planning decisions. A comprehensive review of the SCI was undertaken in 2014/15, with an updated SCI adopted on 9 July 2015. The 2006 SCI was still in force throughout the 2014/15 monitoring year and the AMR reports on this basis (Table 24).

³⁴ Appeal against the refusal of planning application 13/01872/FUL for the erection of rooftop extensions to Castle Mill House, Juxon Street to provide 1 x 2 bed and 2 x 1 bed flats. Appeal allowed.

³⁵ Appeal against the refusal of planning application 13/02350/FUL for the erection of 9 student study rooms at land adjacent Thames Wharf 3, Roger Dudman Way. Appeal dismissed.

³⁶ Appeal against the refusal of planning application 14/00450/FUL for the change of use from retail (A1) to restaurant/cafes (A3) at 32 Little Clarendon Street and 126 and 127 Walton Street. Appeal allowed.

³⁷ Appeal against the refusal of planning application 14/00429/FUL for the demolition of existing houses and erection of 4 x 1-bed, 18 x 2-bed and 6 x 4-bed houses at 3-9 Elsfield Way and 478 and 480 Banbury Road. Appeal allowed.

Annual Monitoring Report 2014/15

Document	Consultation Stage and Dates	Methods Used	Outcomes / Comments
Northern Gateway AAP	Proposed submission (21 July-15 Sept 2014)	Email/letters sent to everyone on the City Council's database and all those who responded to the Options consultation (1,793 emails and 115 letters). Approximately 4,000 summary leaflets were hand-delivered to all addresses within the AAP boundary and nearby areas. Consultation documents published online and available to view at public libraries and City Council's offices.	156 responses received Minor changes made to the submission document. All representations forwarded to the inspector for consideration. Full consultation report available on our website .
Diamond Place SPD	Preferred options (3 April-30 May 2014)	Workshop with Summertown St Margaret's Neighbourhood Forum. Comment forms available at NOA Community Centre, Ferry Leisure Centre, Summertown Health Centre, Summertown Library, Central Library and City Council Offices. Options document published online.	191 responses received Responses were considered and shaped the production of the draft SPD. Full consultation report available on our website .
	Draft Document (27 Feb -17 April 2015)	Approximately 1,700 letters/emails sent to everyone on the City Council's database and all those who responded to the earlier stages of consultation. Advertisements online, in local press, posters on community notice boards and through local groups (NOA, Summertown St Margaret's Neighbourhood Forum and Ferry Users' Group). Two public consultation events. Exhibition boards displayed at the NOA community centre, Ferry Leisure Centre and St Aldate's Chambers.	60 responses received Responses were considered and as a result changes were made to the SPD prior to adoption. Full consultation report available on our website .
High Quality Design SPD	Scoping (27 Feb-17 April 2015)	Emails/letters sent to key stakeholders. Face to face meetings with stakeholders. Discussions with the Oxford Design Review Panel. Advertised online. Online Questionnaire.	11 responses received Responses have been considered and will shape the production of the draft document. Full consultation report available on our website .
Statement of Community Involvement	Draft Document (6 Jan-17 Feb 2015)	Letters/emails sent to everyone on the City Council's database. Local press release. Consultation documents were published online and available to view at public libraries throughout the city, as well as City Council's offices.	23 responses received Responses were considered and as a result changes were made to the SCI prior to adoption. An action plan was also developed to take forward issues that could not be addresses directly in the SCI. Full consultation report available on our website .

Table 24: Statement of Community Involvement Monitoring 2014/15

COMMUNITY INFRASTRUCTURE LEVY MONITORING

- 6.15 The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. Oxford's CIL Charging Schedule came into effect on the 21 October 2013. Planning applications determined on or after 21 October 2013 may therefore be subject to CIL.³⁸
- 6.16 Regulation 62 of the CIL Regulations (as amended) requires charging authorities to "*prepare a report for any financial year ("the reported year") in which – a) it collects CIL or CIL is collected on its behalf; or b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.*" Table 25 sets out the CIL Monitoring information as required by regulation 62(4) for the period 1 April 2014 to 31 March 2015. Data for the 2013/14 monitoring year is also included for comparative purposes.

³⁸ The Community Infrastructure Levy Charging Schedule (October 2013) sets out which developments are liable for CIL and how CIL is calculated.

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Regulation 62 Reference	Description	Amount Collected 2013/14	Amount Collected 2014/15
(3)	Land payments made in respect of CIL, and CIL collected by way of a land payment which has not been spent at the end of the reported year:- (a) development consistent with a relevant purpose has not commenced on the acquired land; or (b) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent.	£0.00	£0.00
4(a)	Total CIL receipts	£7,064.00	£1,378,999.82
4(b)	Total CIL expenditure	£0.00	£0.00
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	N/A	N/A
4 (c) (ii)	Amount of CIL expenditure on each item	£0.00	£0.00
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest with details of the infrastructure items which that money was used to provide (wholly or in part)	£0.00	£0.00
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation (5%)	£353.20	£68,949.99
4 (ca)	Amount of CIL passed to any local council (i.e. a parish council) under regulation 59A or 59B; and any person under regulation 59(4) (i.e. to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure)	£0.00	£14,895.00 to Black Bird Leys Parish Council ³⁹
4 (cb) (i)	Total CIL receipts under regulations 59E and 59F i.e. CIL recovered from parish councils because it hasn't been spent within five years, or the neighbourhood element of CIL in areas that do not have parish councils (15% in areas without an adopted Neighbourhood Plan)	£1,059.60	£191,954.97
4 (cb) (ii)	The items to which the CIL receipts to which regulations 59E and 59F applied have been applied	N/A	N/A
4 (cb) (iii)	Amount of expenditure on each item	£0.00	£0.00
4 (cc) (i)	Total value of CIL receipts requested from each local council under a notice served in accordance with regulation 59E	£0.00	£0.00
4 (cc) (ii)	Any funds not yet recovered from local councils at the end of the monitoring year following a notice served in accordance with Regulation 59E	£0.00	£0.00
4 (d) (i)	Total amount of CIL receipts retained at the end of the monitoring year, other than those to which regulation 59E or 59F applied (i.e. CIL recovered from parish councils, or the neighbourhood element of CIL in areas that do not have parish councils)	£6004.40	£1,103,199.86
4 (d) (ii)	CIL receipts from previous years retained at the end of the monitoring year other than those to which regulation 59E or 59F applied	N/A	£5,651.20
4 (d) (iii)	CIL receipts for the monitoring year to which regulation 59E or 59F applied retained at the end of the monitoring year	£1,059.60	£191,954.97
4 (d) (iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the monitoring year	£0.00	£1059.60
4 (e) (i)	In relation to any infrastructure payments accepted, the items of infrastructure to which the infrastructure payments relate	N/A	N/A
4 (e) (ii)	In relation to any infrastructure payments accepted, the amount of CIL to which each item of infrastructure relates	N/A	N/A

Table 25: Community Infrastructure Levy Monitoring 2014/15

³⁹ If no CIL is received by the City Council from developments in a parish during the monitoring period then no payments will be made for that period.

6.17 As expected, total CIL receipts were significantly higher in 2014/15 in comparison to the previous monitoring year. This is because the CIL charging schedule only started being applied part way through 2013/14. The City Council will use funds secured through CIL to deliver strategic infrastructure as shown on the Regulation 123 list. Local infrastructure will be secured through planning obligations in line with the Core Strategy and the Affordable Housing and Planning Obligations SPD.

S106 AGREEMENT MONITORING

6.18 In 2014/15, £851,875 of developer contributions held by the City Council has been spent (Table 26).

Type of expenditure	Amount of expenditure
Park and Ride	£40,072
Leisure	£45,338
Frideswide improvements	£285,000
Rose Hill Community Centre	£430,650
Works of art	£12,025
Environmental improvements	£38,790

Table 26: S106 expenditure 2014/15

6.19 At the start of the 2015/16 monitoring year there was £2,036,863 of developer funding held by the City Council which is due for expenditure (subject to Council approval) as set out in Table 27.

Type of expenditure	Amount of expenditure (by year)	
	2015/16	2016/17 onwards
Affordable housing	Nil	£709,895
Community facilities	Nil	£119,886
Pedestrian infrastructure	£315,000	£385,135
Park and Ride	£63,129	Nil
Leisure	£21,084	£173,452
Environmental improvements	£60,000	£158,491
Works of art	£7,892	£22,899

Table 27: S106 money due for expenditure in 2015/16 and beyond⁴⁰

⁴⁰ The figures for the years of expenditure are only approximate and may change due to slippage or early completion of schemes.

Glossary

Affordable housing	Homes that are available at a rent or price that can be afforded by people who are in housing need. It includes social rented housing, intermediate affordable housing and shared ownership housing.
Appeal	If a planning application is refused, is not determined on time, or is permitted with conditions that the applicant does not agree with, then applicant has the right to appeal. The case will then be reviewed by the Planning Inspectorate.
Area Action Plan (AAP)	AAPs form part of the Local Plan. They guide development in key growth areas by establishing area specific objectives, policies and proposals.
Biodiversity	Diversity of plant and animal life, usually measured by number of species.
Building for Life	Building for Life is the national standard for well-designed homes and neighbourhoods. Assessments are scored against 12 Building for Life questions, covering: 'Integrating into the Neighbourhood'; 'Creating a Place'; and 'Street and Home'.
Community Infrastructure Levy (CIL)	CIL is a standard charge on new development which is used to help fund infrastructure provision.
Core Strategy	One of the documents in Oxford's Local Plan. It sets out the long-term spatial vision for the city, with objectives and policies to deliver that vision.
Duty to Cooperate	A legal duty that requires local planning authorities to work with neighbouring authorities and key public bodies to maximise the effectiveness of Local Plan preparation in relation to strategic cross boundary matters.
Dwelling	A self-contained unit of residential accommodation (house, flat, maisonette, studio, etc) but not a house in multiple occupation (HMO), bedsit or communal home.
Flood Zone	Flood Zones 1, 2, 3a and 3b are defined in the companion guide to the NPPF. These categories define the likelihood of flooding occurring in that zone (with Flood Zone 1 having the lowest risk and Flood Zone 3 the highest risk).
Green Belt	An area of undeveloped land, where the planning policy is to keep it open to (amongst other purposes) prevent urban sprawl and preserve the setting and special character of Oxford and its landscape setting.
Greenfield land	Formerly defined as land that has not previously been developed. There is no formal definition of greenfield land since the revocation of the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 in 2007.
Gross Internal Area (GIA)	The area of a building measured to the internal face of the perimeter walls at each level.
Heritage Asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
Houses in Multiple Occupation (HMOs)	Shared houses occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.

Housing trajectory	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
Local Development Scheme (LDS)	Outlines every Local Plan document that the City Council intends to produce over the next three years along with timetables for their preparation.
Local Plan	The term now used by the Government to describe a range of Local Development Plan Documents that set out objectives and policies relevant to the development and use of land.
National Planning Policy Framework	The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied.
Neighbourhood Plan	Plans created by communities that establish a shared vision for their neighbourhood. Neighbourhood Plans can set out where new development should go, what it should look like and the infrastructure that should be provided.
Natural Resources Impact Analysis (NRIA)	A NRIA should evaluate the use of natural resources and the environmental impacts and benefits arising from a proposed development, both at the construction phase and through the subsequent day-to-day running of the buildings. Where an NRIA is required, it must demonstrate how the building is designed to minimise the use of natural resources over its lifetime.
Planning Practice Guidance	A web-based resource that brings together national planning practice guidance for England.
Previously Developed Land (PDL)	Land that is/was occupied by a permanent structure (excluding agriculture or forestry buildings). The definition covers the curtilage of the development.
Sites of Local Importance for Nature Conservation (SLINC)	A site containing important habitats, plants and animals in the context of Oxford.
Sites of Special Scientific Interest (SSSI)	Areas identified by English Nature as being of special interest for their ecological or geological features.
Special Areas of Conservation (SACs)	These consist of areas that are vitally important for nature conservation and have been identified as containing the best examples of habitats and species under the European Habitats Directive 1992.
Supplementary Planning Documents (SPD)	A type of planning policy document that supplements and elaborates on policies and proposals in the Local Plan. It does not form part of the Local Plan and is not subject to independent examination
Sustainability Appraisal	A social, economic and environmental appraisal of strategy, policies and proposals required for Local Plan documents and sometimes Supplementary Planning Documents.
Tree Preservation Order	A legal order made by the local planning authority, that prohibits the cutting down, uprooting, topping, lopping, willful damage or willful destruction of a tree or group of trees without the express permission of that authority.

Appendix 1: Oxford's Planning Policy Documents

The Local Plan	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy	March 2011
Sites and Housing Plan	February 2013
Oxford Local Plan	November 2006
Barton Area Action Plan	December 2012
Northern Gateway Area Action Plan	July 2015
West End Area Action Plan	June 2008
Policies Map	March 2013
Supplementary Planning Documents (SPDs)	
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Diamond Place SPD	July 2015
High Quality Design in Oxford SPD	TBC
Jericho Canalside SPD	December 2013
Natural Resource Impact Analysis SPD	November 2006
Oxpens Master Plan SPD	November 2013
Parking Standards SPD	February 2007
Telecommunications SPD	September 2007
Technical Advice Notes (TANs)	
Accessible Homes TAN	March 2013
Community Pubs TAN	November 2014
Energy Statement TAN	November 2013
Waste Storage TAN	November 2014
Other documents	
Statement of Community Involvement	July 2015
Local Development Scheme	November 2011
Annual Monitoring Report	Produced annually
Community Infrastructure Levy Charging Schedule	October 2013

Appendix 2: Core Strategy Monitoring

Core Strategy Policy	Where you can find monitoring information
CS1 Hierarchy of Centres	Indicator 17: Density of housing development
CS2 Previously developed land and greenfield land	Indicator 3: Employment development on previously developed land Indicator 12: Residential development on previously developed land
CS3 Regeneration areas	Indicator 26: Regeneration areas
CS4 Green Belt	Indicator 39: Development in the Green Belt
CS5 West End	Indicator 27: West End
CS6 Northern Gateway	Indicator 29: Northern Gateway
CS7 Land at Barton	Indicator 28: Land at Barton
CS8 Land at Summertown	Indicator 30: Land at Summertown
CS9 Energy and natural resources	Indicator 38: Development complying with NRIA SPD
CS10 Waste and recycling	Indicator 40: Waste and recycling
CS11 Flooding	Indicator 37: Managing flood risk
CS12 Biodiversity	Indicator 36: Changes in areas of biodiversity importance
CS13 Supporting access to new development	Indicator 27: West End Indicator 28: Land at Barton Indicator 29: Northern Gateway
CS14 Supporting city-wide movement	Indicator 47: Traffic growth at inner and outer cordons
CS15 Primary healthcare	Indicator 33: Provision/improvement of local healthcare facilities
CS16 Access to education	Indicator 34: Provision/improvement of local educational facilities
CS17 Infrastructure and developer contribution	No specific monitoring target
CS18 Urban design, townscape character and the historic environment	Indicator 27: West End Indicator 41: Heritage assets at risk Indicator 42: Applications involving the total, substantial or partial demolition of a listed building Indicator 43: Appeals allowed where conservation policies were cited as a reason for refusal Indicator 44: Tree Preservation Orders (TPOs)
CS19 Community safety	Indicator 32: Permissions contrary to Thames Valley Police advice
CS20 Cultural and community development	Indicator 27: West End Indicator 35: Maintaining access to community facilities
CS21 Green spaces, leisure and sport	Indicator 45: Loss of public open space, outdoor sports and recreation facilities Indicator 46: Number of parks with Green Flag status

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CS22 Level of housing growth	Indicator 10: Housing trajectory
CS23 Mix of housing	Indicator 16: Mix of housing
CS24 Affordable housing	Indicator 13: Affordable housing completions (gross) and tenure Indicator 14: Proportion of affordable housing where there is a policy requirement
CS25 Student accommodation	Indicator 22: Students and purpose-built student accommodation
CS26 Accommodation for travelling communities	No specific monitoring target
CS27 Sustainable economy	Indicator 1: Employment land supply Indicator 4: Employment development on allocated sites Indicator 5: Planning permissions for new B1 uses
CS28 Employment sites	Indicator 2: Employment land lost to other uses
CS29 The universities	Indicator 6: Land for key employment uses
CS30 Hospitals and medical research	Indicator 6: Land for key employment uses
CS31 Retail	Indicator 7: Location of new retail development
CS32 Sustainable tourism	Indicator 9: Supply of short stay accommodation

Appendix 3: Sites and Housing Plan Monitoring

Sites and Housing Plan Monitoring	
Core Strategy Policy	Where you can find monitoring information
HP1 Changes to existing homes	Indicator 11: Changes of use from existing homes
HP2 Accessible and adaptable homes	Monitoring target no longer relevant
HP3 Affordable homes from general housing	Indicator 14: Proportion of affordable housing where there is a policy requirement
HP4 Affordable homes from small housing sites	Indicator 15: Financial contributions towards affordable housing
HP5 Location of student accommodation	Indicator 23: Location of new student accommodation
HP6 Affordable homes from student accommodation	Indicator 15: Financial contributions towards affordable housing
HP7 HMOs	Indicator 24: Houses in multiple occupation (HMOs)
HP8 Residential moorings	Indicator 25: Residential moorings
HP9 Design, character and context	Indicator 19: Building for Life
HP10 Developing on residential gardens	No specific monitoring target
HP11 Low carbon homes	Indicator 38: Natural Resources Impact Analysis (NIRA)
HP12 Indoor space	Indicator 18: Indoor residential space
HP13 Outdoor space	No specific monitoring target
HP14 Privacy and daylight	No specific monitoring target
HP15 Residential cycle parking	Indicator 20: Residential cycle parking
HP16 Residential car parking	Indicator 21: Residential car parking

Appendix 4: Core Strategy Sustainability Appraisal Monitoring

Sustainability Appraisal Indicator	Sustainability Appraisal Target	Monitoring Information 2014/15
Population		
Total no. residents	n/a	See Strong Active Communities
No. students	n/a	Indicator 21: Students and purpose-built student accommodation
Flooding		
Permissions contrary to Environment Agency advice	0% approved contrary to formal objection	Indicator 36: Managing flood risk
% developments accompanied by flood risk assessments	100% of developments of 1ha in flood zone 1 100% of developments in flood zone 2 or above	Indicator 36: Managing flood risk
Housing		
Total no. of net additional dwellings in Oxford	Relative to 2006/07: 5,692 by 31 March 2016 8,000 by 31 March 2026	Indicator 10: Housing trajectory
No. students living outside university accommodation	All increase in student numbers to be met by increase in purpose-built student accommodation	Indicator 21: Students and purpose-built student accommodation
Mix of housing completed by house size	95% of schemes to comply with Balance of Dwellings SPD	Indicator 15: Mix of housing
Improve standard of housing	100% of homes in regeneration areas exceed Decent Homes Standard by 2010	All 7,900 council homes met the Decent Homes Standard by December 2010. The City Council has now taken this further by generating our own 'Oxford Standard' which exceeds the requirements of the Decent Homes Standard.
% of new-build housing on qualifying sites achieving Building for Life criteria (CS18)	95% to achieve level 14 or above	Indicator 18: Building for Life
Urban renaissance / health / education / crime / vibrant communities / access to essential services and facilities / access to culture, leisure and recreation		
Publicly accessible open space, outdoor sports and recreation facilities	5.75 hectares of public open space per 1,000 residents	The Council's Green Spaces Strategy was updated in 2012. It was found that a standard linked to population was no longer appropriate. The Green Space Strategy 2013-2027 instead focuses on protecting and enhancing existing green space and ensuring that new developments contribute to the provision of high-quality, multi-functional green space where it is required most.
Quality of existing green spaces	Renew and increase Green Flag status for Oxford's parks	Indicator 45: Number of parks with Green Flag status
Access to community facilities	100% of developments that result in the loss of a community facility to make equivalent alternative provision or improvements to existing	Indicator 34: Maintaining access to community facilities

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	provision (unless the existing use is and will continue to be redundant)	
Index of health deprivation for Oxford's 'super output areas'	Improve ranking, particularly of Carfax	See Strong Active Communities
Density of residential development	City and district centres to deliver higher density residential development than within the wider district area	Indicator 16: Density of housing development
Provision and improvement of local primary healthcare facilities	As per CS15 monitoring	Indicator 32: Provision/improvement of local healthcare facilities
Provision and improvement of local educational facilities	As per CS16 monitoring	Indicator 33: Provision/improvement of local educational facilities
Provision of other social infrastructure	Multi-agency delivery means there is no one target.	No specific monitoring target
% of new developments that comply with 'Secured by Design'	100% (i.e. 0% of planning permissions approved contrary to Thames Valley Police Objection)	Indicator 31: Permissions contrary to Thames Valley Police advice
Poverty / regeneration areas		
% affordable housing completions	50% on qualifying sites 150 per year 2008-10 200 per year 2010-12	Indicator 13: Affordable housing completions (gross) and tenure Indicator 14: Proportion of affordable housing where there is a policy requirement
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas in Oxford in the 20% most deprived in England	Indicator 25: Regeneration areas
No. households living in temporary accommodation	698 in 2008/09 577 in 2009/10 536 in 2010/11	See Meeting Housing Needs
Timely progress of a regeneration plan for each of the regeneration areas in conjunction with other departments	Timetable to be agreed corporately	Indicator 25: Regeneration areas
NOx levels in Oxford, particularly at Binsey and at Oxford Meadows SAC near the A34	Progressive decrease in NOx, NO and ozone levels	See the Northern Gateway Preliminary Air Quality Assessment for most recent data.
Inner and outer cordon traffic counts	Inner cordon: no growth Outer cordon: no more than 0.2% average annual growth	Indicator 46: Traffic growth at inner and outer cordons
% people travelling to work by private motor vehicle	No increase in current level of 43.3%	See Cleaner Greener Oxford
Biodiversity		
Condition of Port Meadow SSSI; integrity of Oxford Meadows SAC	n/a	The most recent Natural England Assessment (06/07/10) rated the Condition of the Port Meadow SSSI with Wolvercote Common as follows: Unit 001 – Favourable Unit 002 – Favourable Unit 003 – Unfavourable recovering Unit 004 – Favourable

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Change in populations of biodiversity importance	No net reduction in BAP priority habitats and species, i.e. 96 priority species, 326.7 hectares priority habitat	Data maintained by Thames Valley Environmental Records Centre
Change in areas of biodiversity importance	No net reduction in: SAC (177.1ha); SSSI (278.2ha) CONS (63.5ha); SLINC (202.5ha); LNR (11.5ha, 3 sites); and RIGS (2)	Indicator 35: Changes in areas of biodiversity importance
Countryside and historic environment		
No. heritage assets at risk	No net increase from: Nil registered parks and gardens; Nil conservation areas; 1 listed buildings; and 2 Scheduled monuments.	Indicator 40: Heritage assets at risk
No. developments involving demolition or substantial demolition of a listed building, or of a building or structure that contributes to the character / appearance of a Conservation Area (when contrary to officer's/English Heritage recommendation)	Nil	Indicator 41: Applications involving the total, substantial or partial demolition of a listed building
Development of a Heritage Plan for Oxford City	Completion by 2015	The Oxford Heritage Plan Framework was endorsed by the City Executive Board on 2 April 2015 .
Length of footpaths, bridleways and permissive rights of way per person	No decrease	Data maintained by Oxfordshire County Council
Inappropriate development in the Green Belt	None unless specifically allocated by the LDF	Indicator 38: Development in the Green Belt
% of new dwelling completions on previously developed land	2009/14: 90+% 2014/26: 75+%	Indicator 12: Residential development on previously developed land
Employment developments on previously developed land	No development on greenfield unless specifically allocated	Indicator 3: Employment development on previously developed land
Water use per person per day	130 litres (from 164 litres in 2004)	Data unavailable at the time of publication.
Developments complying with NRIA requirements	100% compliance	Indicator 37: Development complying with Natural Resources Impact Analysis SPD requirements
Average % energy produced by on-site renewables in new developments	20% on-site renewable energy from qualifying sites throughout the plan period	Indicator 37: Natural Resources Impact Analysis (NIRA)
Residential waste per household	2008/09 – 725kg 2009/10 – 723 kg 2010/11 – 715 kg	Indicator 39: Waste and recycling
Rate of total household waste recycling and composting in Oxfordshire	40%+ by 31 March 2010 45%+ by 31 March 2015 55%+ by 31 March 2020	Indicator 39: Waste and recycling

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Water and soil quality		
Quality of Oxford's rivers	Achievement of 'good' status as part of the Environment Agency's River Basement Management Plan (RBMP) by 2027 at the latest	The Environment Agency's most recent RBMP (2009) 'Annex A: Current State of Waters' rates Oxford's rivers as falling within the categories good, moderate and poor.
Incorporation of Sustainable Urban Drainage System in all relevant new developments	n/a	No specific monitoring target
Skilled workforce / high employment / economic growth / economic innovation		
Total no. new Use Class B jobs created in Oxford	7,500+ by 2026	The Core Strategy baseline for total jobs in Oxford was 101,900. Latest Nomis figures show that total jobs stood at 120,000 in 2013. It is not possible to say exactly how many of the new jobs created fall within Class B, but this growth is extremely positive.
% economically active	Increasing	2014/15 - 80.0% economically active 2013/14 - 78.1% economically active 2010/11 (baseline) - 77.6%
New retail, office and leisure development in the city centre and district centres	As per targets set in the Core Strategy monitoring framework	Indicator 7: Location of new retail development
Average length of visitor stays	Increasing	Data unavailable at the time of publication
Average visitor spend	Increasing	Data unavailable at the time of publication
Supply of short-stay accommodation	Net increase	Indicator 9: Supply of short stay accommodation

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Appendix 2 – Risk Assessment

Risk ID	Risk						Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts)
	Category-000-Service Area Code	Risk Title	Opportunity/Threat	Risk Description	Risk Cause	Consequence		Date raised	1 to 6	I	P	I	P			
CEB-001-CD	Reputational risk	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	28 Sept 2015	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning and Regulatory Services		

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Scrutiny work programme 2015/16

This programme represents the work of Scrutiny, including panel work and Committee items. The work programme is divided under the following headings:

1. Standing Panels
2. Items called in and Councillor calls for action
3. Items referred to Scrutiny by Council
4. Review Panels and Ad hoc Panels in progress
5. Items for other Panels or Committee meetings
6. Draft Scrutiny Committee agenda schedule

1. Standing Panels

Topic	Area(s) for focus	Nominated councillors (no substitutions allowed)
Finance Panel – All finance issues considered within the Scrutiny Function.	See appendix 1	Councillors Simmons (Chair), Fooks, Fry & Hayes
Housing – All strategic and landlord issues considered within the Scrutiny Function.	See appendix 2	Councillors Smith (Chair), Benjamin, Henwood, Hollick, Sanders&Wade; Geno Humphrey (co-optee)

2. Items called in and Councillor calls for action

None

3. Items referred to Scrutiny by Council

None


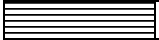

4. Review panels and ad hoc panels in progress

Topic	Scope	Progress	Next steps	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	TWU asked to facilitate a seminar	Work concluded – rec monitoring	Cllrs Darke (Chair), Goddard, Pressel & Thomas
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Meeting held on 5 Oct	Work concluded – rec monitoring	Cllrs Gant (Chair), Clarkson Taylor & Thomas
Cycling	To review how to make best use of unallocated cycling investments	CEB responded to recs on 10 Sept	Work concluded – rec monitoring	Cllrs Upton (Chair), Gant, Pressel & Wolff
Inequality	To review how the City Council can combat harmful inequality in Oxford	CEB responded to recs on 15 Oct	Work concluded – rec monitoring	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Meeting and site visit in Feb 2015	Monitor progress of recycling incentives	Cllrs Fry (Chair), Hayes & Simmons
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	4x evidence sessions held	Report to Committee on 9 Dec	Cllrs Coulter (Chair), Paule, Royce & Simmons
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Scope & timetable drafted	Scope to Committee on 9 Dec	TBC (normally Finance Panel Members)
Equality & Diversity	TBC	Membership agreed	Scoping meeting to be arranged	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

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Indicative timings of 2015/16 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Budget Review 2016/17										
Guest Houses										
Equality and diversity										

	Scoping
	Evidence gathering and review
	Reporting

5. Items for other panels or Committee meetings

The Committee has reviewed all new suggestions received from Councillors. These have been assessed these against the following objective criteria to determine whether they are a higher or lower priority for inclusion in the work programme:

- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Topic	Areas of focus
Discretionary Housing Payments	Mid-year update on spending profiles.
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contact conditions.
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.
Forward Plan items	To consider issues to be decided by the City Executive Board.
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.
Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.
Educational Attainment	To monitor the Council's Educational Attainment Programme.
Tree cover, biodiversity and the work of the Forest of Oxford	To scrutinise the Council's work on tree cover with other work on biodiversity and with the work of the Forest of Oxford, consider having an annual Forum and the public can be involvement.
Personnel Committee to deal with employment, training and HR matters	To consider whether the Council would benefit from having a Personnel Committee to deal with employment, training and HR matters for staff.
Planning enforcement and monitoring compliance	To consider how compliance is monitored, when and how often non-compliance is enforced and whether this is relayed to the relevant Planning Committee.
Maintenance of roads and pavements	To consider what proportion and what elements of highways work are contracted out, the quality of sub-contractors' work and how this is monitored.

Public Communications	To receive an update on changes to the Council's communications and reputation management functions.
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.
Complaints received by the City Council	To monitor complaints made about the City Council.
Employment of interns, apprentices and work experience students	Monitor how many interns, apprentices and work experience students have been taken on by the Council and in which departments. Consider career progression and tasks undertaken.
Contact Centre performance	To receive an update on the performance of the Council's customer services contact centre.
School/employer links and careers advice	To receive an update on the Council's role in building links between schools and employers and influencing careers advice in schools.
Heritage listing process	To receive an update on the heritage listing process now that heritage assets are given more prominence in planning decisions and Neighbourhood Plans are being drawn up.

6. Draft Scrutiny Committee Agenda Schedule

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Date, time & room	Agenda Item	Lead Officer(s)
9 December, 6.15pm, Plowman Room	1. Customer Contact performance	Michelle Iddon
	2. Community Centre Strategy 2015-2020 (pre-decision)	Ian Brooke
	3. Corporate Enforcement Policy (pre-decision)	Cathy Gallagher
	4. ODEON, Gloucester Green Market and 1-5 George Street development options (pre-decision) (part exempt)	Piers Scrimshaw-Wright
	5. Transfer Station for Recycled Material (pre-decision) (part exempt)	Roy Summers
	6. Performance Report – 2015/16 quarter 2	N/A
	7. Report of the Guest Houses Review Group	Cllr Coulter

12 January , 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Taxi Licensing 2. Oxford Railway Station Redevelopment (pre-decision) 3. Recommendation Monitoring – Local Economy 	<p>Julian Alison</p> <p>Fiona Piercy</p> <p>Cllr Fry</p>
2 February, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Grant Allocations to Community & Voluntary organisations (pre-decision) 2. Corporate Plan 2016-20 (pre-decision) 3. Report of the Budget Review Group 2016/17 	<p>Julia Tomkins</p> <p>Val Johnson</p> <p>Cllr Simmons</p>
7 March, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Educational Attainment 2. Youth Ambition programme 3. Planning enforcement 4. Performance Report – 2015/16 quarter 3 	<p>Ian Brooke</p> <p>Hagan Lewisman</p> <p>Patsy Dell</p> <p>N/A</p>
5 April, 6.15pm, St. Aldate's Room	<ol style="list-style-type: none"> 1. Report of the Diversity Review Group 2. Recommendation monitoring – Inequality 3. Recommendation monitoring – Cycling 	<p>Cllr Hayes</p> <p>Cllr Coulter</p> <p>Cllr Upton</p>

Appendix 1 - Finance Panel work programme 2015-16

Items for Finance Panel meetings

Suggested Topic	Suggested approach / area(s) for focus	Progress
Budget 2016/17	Review of the Council's medium term financial strategy.	
Budget monitoring	Regular monitoring of projected budget outturns through the year.	On-going
Municipal Bonds	To receive an update on the progress of a municipal bonds agency and consider whether there is a case for the City Council investing in or borrowing from the agency.	Completed
Low Carbon Hub funding model	To receive a briefing on the Low Carbon Hub funding model and consider whether there is an opportunity for the City Council to use a similar model to generate capital funding.	
Corporate Debt Policy	To pre-scrutinise the Council's Corporate Debt Policy.	Completed
Treasury Management	Scrutiny of the Treasury Management Strategy and regular monitoring of Treasury performance.	
Recommendation monitoring - Budget Review 2015/16	To receive an update on the progress of the Panel's budget review recommendations from 2015/16.	
Recommendation monitoring – European Funding	To receive an update on the progress of the Panel's European Funding recommendations.	
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.	

Draft Finance Panel agenda schedule

Date and room (all 5.30pm start)	Agenda Item	Lead Member; Officer(s)
2 July 2015, Plowman Room	1. Municipal Bonds	Christian Wall (Local Capital Finance Company); Nigel Kennedy & Anna Winship
	2. Corporate Debt Policy (pre-decision)	Nigel Kennedy & Anna Winship

	3. Budget Monitoring 2014/15 quarter 4	Nigel Kennedy
29 October 2015, St. Aldate's Room	1. Low Carbon Hub funding model 2. Update on EU funding 3. Medium Term Financial Strategy - briefing 4. Budget Review 2016/17 - scope	Steve Drummond (Low Carbon Hub) Matt Peachey Nigel Kennedy Cllr Simmons
28 January, Plowman Room	1. Report of the Budget Review Group 2016/17 2. Capital Strategy 2016-17 (pre-decision) 3. Treasury Management Strategy (pre-decision)	Cllr Simmons; Andrew Brown Nigel Kennedy Anna Winship
7 April, Plowman Room	1. Council Tax Exemptions	Nigel Kennedy

Informal meetings closed to the public

Date and room (all 5.30pm)	Agenda Item	Lead Member; Officer(s)
14 or 15 December, TBC	1. Budget Review 2016/17 – initial meeting	Nigel Kennedy
5 January, Plowman Room	1. Budget Review 2016/17 – Community Services	Tim Sadler & Nigel Kennedy
6 January, Plowman Room	1. Budget Review 2016/17 – Organisational Development and Corporate Resources	Peter Sloman, Jackie Yates & Nigel Kennedy
7 January, Plowman Room	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Housing Panel)	Stephen Clarke & Nigel Kennedy
14 January, Plowman Room	1. Budget Review 2016/17– agree recommendations	Cllr Simmons; Andrew Brown

Appendix 2 - Housing Panel work programme 2015-16

Items for Housing Panel meetings

Topic	Approach	Progress
Tenant Involvement	Review group or one-off panel to look at how tenants are involved in decisions that affect them.	
Performance monitoring	Regular monitoring of housing performance measures.	Ongoing
STAR survey results	Annual monitoring of results of the tenant survey.	
Rent arrears	Monitoring of performance measures; update report.	
De-designation of 40+ accommodation	Final annual report on the latest phase of the de-designation of 40+ accommodations.	
Review of the Homelessness Action Plan 2013-18	Mid-point review of homelessness action plan.	Completed 4/9
Supporting people	Verbal updates on the joint commissioning of housing support services.	Ongoing
Choice Based Lettings	To consider proposed changes to the CBL scheme plus data on bidding activity, demographic data on non-bidders, and information on refusal reasons.	
Security in communal areas	Request report on security issues in tower blocks and different approaches being taken to address ASB and other issues. Canvas views of block representatives.	
Great estates programme	Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton.	
Asset Management Strategy	Pre-scrutinise asset management strategy for Council's housing stock.	Completed 4/6
Sustainability of the Council's housing stock & HRA business plan	Report to CEB expected in 2016.	
Homelessness Property Investment	Pre-scrutinise decision to approve investment in a property investment fund to help secure access to local, suitable and affordable private rented accommodation.	Completed 4/9
Housing Energy Strategy	Pre-scrutinise report to CEB on energy efficiency and fuel poverty in the Council's domestic housing stock. Consider environmental sustainability of the Council's housing stock	
Houses in Multiple Occupation (HMO)	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme. Consider research trends of	Completed 8/10

Licensing Scheme	private sector housing costs	
Sheltered Housing Review	Pre-scrutinise decision to approve outcomes of review, including future of some of the stock. Consider progress against previous Housing panel recommendations.	
Private Sector Housing Policy	Pre-scrutinise report to CEB setting out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford. Consider licensing for private sector landlords & research trends of private sector housing costs.	
Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme	Pre-scrutinise report to Council setting out possible housing development models and to seeking project approval for the delivery of the Council's 2015-18 affordable housing programme. Consider alternative delivery models including; community land trusts, self-build, more housing on the waterways, high-density housing.	

Draft Housing Panel Agenda Schedules

Date and room (all 5pm start)	Agenda Item	Lead Officer(s)
4 June, Plowman Room	<ol style="list-style-type: none"> 1. Housing Asset Management Strategy (pre-decision) 2. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision) 	<p>Stephen Clarke</p> <p>Ian Wright & Adrian Chownes</p>
3 September, St. Aldate's Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 1 2. Review of the Homelessness Action Plan 2013-18 3. Homelessness Property Investment (pre-decision) 4. Oxford Growth Strategy (pre-decision) 	<p>N/A</p> <p>Frances Evans</p> <p>Stephen Clarke</p> <p>Cllr Hollingsworth; Matthew Bates & Lyndsey Beveridge</p>
8 October, Plowman Room	<ol style="list-style-type: none"> 1. Houses in Multiple Occupation (HMO) Licensing Scheme (pre-decision) 	Ian Wright & Adrian Chownes

	2. Arrangements to facilitate the fitting of solar panels on Council-owned housing stock (pre-decision)	Stephen Clarke
10 December, St. Aldate's Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 2 2. Proposed Changes to the Choice Based Lettings Scheme 3. Rent Arrears 4. Review of Older Persons Accommodation / Review of Sheltered Housing (pre-decision) 5. Housing Development delivery models & project approval for the delivery of the Council's 2015-18 affordable housing programme (pre-decision) 6. Housing Energy Strategy (pre-decision) 	<p>N/A</p> <p>Tom Porter</p> <p>Tanya Bandekar & Damon Venning</p> <p>Frances Evans</p> <p>Alan Wylde</p> <p>Debbie Haynes</p>
9 March, Plowman Room	<ol style="list-style-type: none"> 1. Performance Monitoring – quarter 3 2. Update on the Great Estates programme 3. Security in communal areas of tower blocks 	<p>N/A</p> <p>Jack Bradley</p> <p>TBC</p>

Informal meetings closed to the public

Date and room	Agenda Item	Lead Officer(s)
7 January, Plowman Room (5.30pm)	1. Budget Review 2016/17 – Regeneration & Housing (joint session with Finance Panel)	Stephen Clarke & Nigel Kennedy

FORWARD PLAN FOR THE PERIOD NOVEMBER 2015 - OCTOBER 2016

The Forward Plan gives information about all decisions the City Executive Board (CEB) is expected to take and significant decisions to be made by Council or other Council committees over the forthcoming four-month period. It also contains information beyond this in draft form about decisions of significance to be taken in the forthcoming year.

What is a Key decision?

A key decision is an executive decision which is likely:

- To result in the council incurring expenditure of more than £500,000 or
- To be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

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 decision is made.

Private meetings

Some or all, of the information supporting decisions in the Forward Plan may be taken at a meeting not open in part, or in whole to the press or public. Items that contain confidential information that will be excluded from the public are marked in this plan and the reason for doing so given.

If you object to an item being taken in private, or if you wish to make representations about any matter listed in the Forward Plan, then please contact Committee & Member Services at least 7 working days before the decision is due to be made. This can be done by contacting:

Pat Jones, Committee Services Manager

Committee & Member Services
St Aldate's Chambers
St Aldate's Street
Oxford OX1 1DS

01865 252191

cityexecutiveboard@oxford.gov.uk

Inspection of documents

Reports to be submitted to the decision-maker and background papers to those reports are available for inspection at the Council offices and will appear on our website

<http://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

The agenda papers for CEB meetings are available five working days before the meeting on the council website.

Further information about the Council's decision making process can be found in the Council's Constitution, which can be inspected at the Council's offices or online at

<http://www.oxford.gov.uk>

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Corporate Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning, Transport and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Mark Lygo	Leisure, Sport and Events
Mike Rowley	Housing
Dee Sinclair	Crime, Community Safety and Licensing
Christine Simm	Culture and Communities
John Tanner	Climate Change and Cleaner, Greener Oxford

Senior Officers	Job Title
Peter Sloman	Chief Executive
David Edwards	Executive Director, City Regeneration and Housing
Tim Sadler	Executive Director, Community Services
Jackie Yates	Executive Director, Organisational Development and Corporate Services
Caroline Green	Assistant Chief Executive
Helen Bishop	Head of Business Improvement
Ian Brooke	Head of Community Services
Graham Bourton	Head of Direct Services
Nigel Kennedy	Head of Financial Services/Section 151 Officer
Stephen Clarke	Head of Housing and Property
Jeremy Thomas	Head of Law and Governance / Monitoring Officer
Patsy Dell	Head of Planning and Regulatory

KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

ITEM 1:	AGENCY STAFF CONTRACT AWARD ID: I010929
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Organisational Development and Corporate Services to award a new temporary agency staff contract.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Head of Business Improvement

ITEM 2:	CUMBERLEGE HOUSE - DEVELOPMENT APPRAISAL ID: I011745
On 9 July 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1. AGREE not to pursue the disposal of Cumberlege House as approved in principle by Executive Board in November 2007; 2. ADOPT Option 4 in principle as set out in the report – to redevelop Cumberlege House for new Council housing and in consultation with the Council's S151 officer to include the scheme in the HRA new build development programme 2015-18, subject to a reassessment of the Council's HRA investment priorities; 3. APPROVE the demolition of Cumberlege House and instruct the Head of Housing and Property to procure and enter into contract to enable demolition works to start either as soon as the property is vacated or, should a short term lease be agreed, as set out in sections 18-19 of the report, then after that lease end date and prior to the development start on site; and in any case after the impact of the Right to Buy extension has been fully assessed; 4. GRANT delegated authority to the Head of Housing and Property to negotiate and enter into a fixed term lease, should a suitable lessee be identified within a two month period. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	Housing
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 3:	HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842
On 9 July 2015 the City Executive Board resolved to GRANT delegated authority to the Executive Director of Regeneration and Housing, in consultation with the Head of Financial	

Services and Head of Law and Governance to enter into an appropriate contract for the provision of a Home Improvement Agency.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	Housing
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 4:	TOWER BLOCKS REFURBISHMENT PROJECT - LETTING OF CONTRACT AND APPOINTMENT OF CONTRACTOR ID: I009026
On 11 June 2015 the City Executive Board resolved to RECONFIRM the authority delegated to the Executive Director, previously City Regeneration now Regeneration and Housing in consultation with the s151 Officer and the Monitoring Officer, to appoint and award the contract to the preferred principal contractor in accordance with the competitive tender process undertaken.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	Executive Director for Regeneration and Housing
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 5:	CONTRACT FOR DISPOSAL OF RECYCLED MATERIAL ID: I011928
On 10 September 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> 1. GRANT project approval in regard to the project for the disposal of recycled materials, as described in this report; 2. DELEGATE authority to the Director of Community Services, after consultation with the Council's s151 and monitoring Officers, to award the contract or contracts to the supplier or suppliers selected following completion of the EU-compliant open tender process described in this report, for the disposal of the City's recycle. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open Commercially Sensitive
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	Executive Director for Community Services
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Community Services <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 6:	BMW DEVELOPMENT AND HORSPATH SPORTS PARK ID: I008107
<p>To seek authority to agree a contract with BMW which would transfer their sports facilities to a new site enabling future development of their factory.</p> <p>On 10 September 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> 1) grant project approval to facilitate the transfer of the existing sports facilities on land owned by BMW at its Horspath Road, Cowley site (“the BMW Site”) to adjacent land held by the Council (“the Council Land”); 2) agree to the termination of the Council’s current use of the Council Land, on the basis that it is to be used for the purpose of re-providing the sports and leisure facilities currently on the BMW Site. 3) grant delegated authority to the Executive Director, Community Services, in consultation with the Council’s s151 and Monitoring Officers, to <ol style="list-style-type: none"> a. negotiate and agree the terms of the arrangement with BMW, on the basis that the total payment received from BMW is not less than £4.9m (index linked as stated in the report) and that any contract agreed with BMW contains provisions to ensure that the Council receives an appropriate share in any uplift in value of the BMW Site on any future sale of it; b. award, after undertaking a suitable procurement process and securing planning consent a contract to the selected supplier or suppliers, to undertake all construction work required for the re-provision of the sports and leisure facilities; and c. undertake a market testing exercise of the management of the re-sited sports facilities on the Council Land. 4) seek to protect and re-provide, where possible, all current use by sports clubs of the sports and leisure facilities on the BMW Site. <p>On 23 September 2015 Council resolved to:</p> <ol style="list-style-type: none"> 5) agree a new capital budget of £4.9 million funded by the capital receipt from the sale of the land to fund the replacement of the facilities. 	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Executive Director for Community Services
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 7:	ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328
<p>A solar panel installation programme for council properties funded through a community-benefit model.</p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> 1. Grant project approval to fit solar panels on Council-owned housing stock in the manner described in this report; 2. Delegate authority to the Chief Executive, in conjunction with the Head of Finance, to enter into an Agreement to Lease with the Low Carbon Hub IPS (on the basis that this would permit leases to the roof space of individual Council properties to 	

be drawn up and executed if required) plus any ancillary agreement required; and to submit an appropriate VEAT notice to the EU; and	
3. Agree that on the basis of the matters set out in this report, the proposed arrangement with the Low Carbon Hub IPS represents best value to the Council.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Chief Executive
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

REPORTS TO CEB AND COUNCIL

CEB 15 OCTOBER 2015 - CALL IN OF DECISION

ITEM 8:	CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO) ID: I010939
The implementation of a Public Space Protection Order to effectively deal with a number of City Centre related activities of a few people that affects the general public's freedom to use the City centre freely and safely.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Richard J Adams, Community Services Tel: 01865 252283 rjadams@oxford.gov.uk

CEB 12 NOVEMBER 2015 REPORTS

ITEM 9:	PLANNING - ANNUAL MONITORING REPORT (AMR) ID: I012030
This is the City Council's eleventh AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing

Report Contact:	Rebekah Knight Tel: 01865 252612 rknight@oxford.gov.uk
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ITEM 10:	FINANCIAL SYSTEMS RETENDER ID: I012330
Provision of the core financial systems for the City Council at the end of the current contract (December 2016). The current contract for the Agresso Finance system comes to an end in December 2016. This report will set out the timetable to retender.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Fleming, Chief Technology Manager Tel: 01865 252220 p Fleming@oxford.gov.uk

ITEM 11:	ENHANCING PATHWAYS FOR THE LONG TERM UNEMPLOYED ID: I012065
Seeking approval for a project funded by the European Structural Investment Fund programme.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Paul Wilding, Benefit Operations Manager Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 12:	AWARD OF THE PROVISION OF A FURNISHED TENANCY SCHEME CONTRACT ID: I012201
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the award of a furnished tenancy scheme contract following an open OJEU tender process.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Stephen Clarke, Head of Housing and Property Tel: 01865 252447 sclarke@oxford.gov.uk

ITEM 13:	SALE OF CITY FARM, GARSINGTON ID: I011743
Sale of investment asset outside of the City boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Julia Castle, Corporate Assets jcastle@oxford.gov.uk

ITEM 14:	FLAG FLYING - ADDITION TO PROTOCOL ID: I012460
Request to secure the flying of the Union flag, as a regular activity, on both VE and VJ day	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

ITEM 15:	NORTHWAY AND MARSTON FLOOD ALLEVIATION SCHEME PROJECT ID: I012469
<ul style="list-style-type: none"> To update Members on the Northway and Marston Flood Alleviation Scheme To request CEB to agree delegated authority to Executive Director Community Services, in consultation with the Section 151 and Monitoring Officers, to be able to appoint and award to preferred principal contractor To request Council approval to the revised project budget 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Councillor John Tanner, Councillor Ed Turner <input type="checkbox"/> <input type="checkbox"/>
Report Owner:	Executive Director for Community Services <input type="checkbox"/> <input type="checkbox"/>
Report Contact:	Head of Business Improvement

ITEM 16:	LOCAL GOVERNMENT PENSION SCHEME - REVIEW OF FLEXIBLE RETIREMENT DISCRETIONS ID: I012518
<p>To review the use of discretions for Flexible Retirements and seek approval to proposed revisions.</p> <p>The proposal is submitted at short notice due to a need to respond to changes in legislation and consequently decisions need to be made regarding certain aspects of the application of the local government pension scheme.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes - Union Consultation
Decision Taker	Council
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Simon Howick, Head of Human Resources and Facilities Tel: 01865 252547 showick@oxford.gov.uk

ITEM 17:	EXPENS DELIVERY STRATEGY ID: I009224
EXPENS DELIVERY STRATEGY REVISED APPROACH	
<p>To explain the revised approach for a private sector investor partnership and development delivery vehicle and the effects on the Council's budget.</p> <p>On 15 October 2015 the City Executive Board resolved to:</p> <ol style="list-style-type: none"> Delegate to the Executive Director Regeneration and Housing authority to agree terms for the acquisition of land at Expens (in consultation with the Chief Executive, s151 Officer and Monitoring Officer) subject to Council agreeing the recommendation set out at number 3 below; Approve the creation of a wholly owned investment vehicle and the commencement of a competitive exercise to secure a joint venture partner to become a Member of such a vehicle; and Recommend Council to resolve to approve the establishment of a capital budget of £8.4m to progress the project through the next stages. <p>Note:</p> <p>The decision at 1) above replaces the previous decision taken by the City Executive Board on 27 April 2015 which was to:</p> <ol style="list-style-type: none"> Delegate to the Executive Director for City Regeneration and Housing the authority to publish a Voluntary Ex Ante Transparency (VEAT) Notice in the Official Journal of European Union (OJEU), enter into an appropriate Heads of Terms document, and subsequently the Members Agreement for a Limited Liability Partnership commercial vehicle, based on the principles set out in this report following consultation with the Council's s.151 Officer and Monitoring Officer. 	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially sensitive
Will this decision be preceded by any form of consultation?	None

Decision Taker	Council
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

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ITEM 18:	BUDGET 2016/17 CONSULTATION ID: I011770
Dec 2015: To propose a Medium Term Financial Strategy 2016-20 and a 2016/17 Budget for public consultation.	
Feb 2016: To present the Council's Medium Term Financial Strategy for 2015/16 to 2018-19 and the 2015-16 Budget for recommendation to Council	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Not until after this report.
Decision Taker	City Executive Board□□
Executive Lead Member:	Finance, Corporate Asset Management and Public Health□□□□
Report Owner:	Head of Financial Services□□□□
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 19:	CORPORATE PLAN 2016 - 20 ID: I011772
Corporate Plan 2016 – 20	
CEB 17 December 2015: to present the pre-consultation draft Corporate Plan 2016-20 and seek approval to go to public consultation	
CEB 11 February 2016: to present the draft Corporate Plan 2016-20 for recommendation to Council	
Council 17 February 2016: to submit the draft Corporate Plan 2016–20 for approval	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Public consultation Dec 2015 - Jan 2016
Decision Taker	City Executive Board□□
Executive Lead Member:	Corporate Strategy and Economic Development□□
Report Owner:	Assistant Chief Executive□□
Report Contact:	Val Johnson, Policy Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

ITEM 20:	DATA PROTECTION POLICY REFRESH ID: I006767
To propose minor changes to the current Data Protection Policy to keep it in line with best practice and new guidance issued by the Information Commissioner.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

ITEM 21:	INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16 ID: I011045
Report details the Council's finances, risk and performance as at the end of each Quarter 2015: Q1, 30 June – report in September 2015 Q2, 30 September - report in December 2015 Q3, 31 December - report in March 2016 Q4, 31 March 2016 - report in June 2016	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Finance, Corporate Asset Management and Public Health, Corporate Strategy and Economic Development <input type="checkbox"/>
Report Owner:	Executive Director for Organisational Development and Corporate Services <input type="checkbox"/>
Report Contact:	Head of Financial Services <input type="checkbox"/> Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 22:	TREASURY MANAGEMENT PERFORMANCE 2015/16 - HALF YEAR PERFORMANCE ID: I010203
CEB Nov 2015: To report the Council's Treasury Management performance for the 6 month period up to 30 Sept 2015.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 23:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes- public consultation
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Planning and Regulatory
Report Contact:	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

ITEM 24:	HOUSING DEVELOPMENT DELIVERY MODELS & PROJECT APPROVAL FOR THE DELIVERY OF THE COUNCIL'S 2015-18 AFFORDABLE HOUSING PROGRAMME ID: I011254
To present possible models of development and to seek project approval for the delivery of the Council's 2015-18 affordable housing programme.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Alan Wylde Tel: 01865 252319 awylde@oxford.gov.uk

ITEM 25:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 26:	HEADINGTON NEIGHBOURHOOD PLAN ID: I012135
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area

	comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	6 week consultation
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Executive Director for Regeneration and Housing

ITEM 27:	EXTERNALLY LEASED HRA PROPERTIES - RENT SETTING ID: I011747
To agree a rent charging framework for HRA property leased to partner organisations.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Dave Scholes, Housing Needs Manager Tel: 01865 252636 dscholes@oxford.gov.uk

ITEM 28:	HOUSING ENERGY STRATEGY ID: I011511
Works to building and with staff and tenants in the Council's domestic housing on energy efficiency and fuel poverty	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation with tenants Oct – Dec 2015
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

ITEM 29:	ODEON, GLOUCESTER GREEN MARKET AND 1 - 5 GEORGE STREET DEVELOPMENT OPTIONS ID: I011506
To consider redevelopment options for the Odeon cinema, Gloucester Green and George Street.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development

Report Owner:	Regeneration and Major Projects Service Manager
Report Contact:	Piers Scrimshaw-Wright Tel: 01865 252142 pscrimshaw-wright@oxford.gov.uk

ITEM 30:	DEVELOPMENT OF NEW CEMETERY SITE ID: I011508
Update on options for new cemetery site within South Oxfordshire Council boundary.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Leisure, Sport and Events
Report Owner:	Head of Community Services
Report Contact:	Trevor Jackson, City Leisure and Parks Tel: 01865 252363 tjackson@oxford.gov.uk

ITEM 31:	CORPORATE ENFORCEMENT POLICY (PREVIOUSLY ENVIRONMENTAL DEVELOPMENT ENFORCEMENT POLICY) ID: I003111
Refresh the current enforcement policy to take account of government guidance and corporate priorities.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	To be advised.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Head of Planning and Regulatory

ITEM 32:	ASSET MANAGEMENT PLAN 2016-2020 ID: I011608
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> This report will be submitted to CEB in December 2015. The Asset Management Plan will be submitted to Council for adoption in February 2016. 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Finance, Corporate Asset Management and Public Health <input type="checkbox"/>
Report Owner:	Regeneration and Major Projects Service Manager <input type="checkbox"/>
Report Contact:	Mike Scott, Corporate Asset Manager Tel: 01865 252138 mwscott@oxford.gov.uk

ITEM 33:	TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Roy Summers, Direct Services Tel: 01865 253608 rsummers@oxford.gov.uk

ITEM 34:	REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING ID: I010356
Approve outcomes of review, including future of some of the stock	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Housing and Property
Report Contact:	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

ITEM 35:	PROCUREMENT STRATEGY ID: I011822
To refresh the Council's procurement strategy for 2016 – 2019.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board <input type="checkbox"/>
Executive Lead Member:	Customer Services and Corporate Services <input type="checkbox"/>
Report Owner:	Head of Financial Services <input type="checkbox"/>
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 36:	COMMUNITY CENTRE STRATEGY 2015-2020 ID: I010564
The strategy will reflect the current position on Community Centres, detail what world class community facilities, delivery and access will look like in 2020, with a clear action plan developed. The draft strategy will go to CEB in December 2015. Adoption after public	

consultation in early 2016 – scheduled for CEB in February 2016.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes - autumn 2015
Decision Taker	City Executive Board□□
Executive Lead Member:	Culture & Communities□□
Report Owner:	Head of Community Services□□
Report Contact:	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

ITEM 37:	CHANGES TO CHARGING FOR PLANNING AND LISTED BUILDING PRE-APPLICATION ADVICE AND BUILDING CONTROL APPLICATION FEES ID: I012237
<p>These 2 reports propose the following changes to Planning and Listed Building pre-application advice and Building Control application fees:</p> <p>17 December CEB – report to consider</p> <ul style="list-style-type: none"> Increasing some of the building control application fees <p>CEB 15 October – decision to approve</p> <ul style="list-style-type: none"> Increasing the planning pre-application advice fees by 25% Introducing fees for pre-application advice in respect of listed buildings and householder developments 	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Head of Planning and Regulatory

CEB 21 JANUARY 2016 - PROVISIONAL REPORTS

ITEM 38:	LOCAL DEVELOPMENT SCHEME ID: I010035
<p>The Local Development Scheme set out a work programme for major planning policy documents for Oxford. This meeting will recommend adoption of the LDS.</p>	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Head of Planning and Regulatory

ITEM 39:	OXFORD RAILWAY STATION REDEVELOPMENT ID: I010169
To update CEB on the Oxford Station Redevelopment Proposals and seek approval for next stages.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Formal consultation on this site was undertaken as part of the West End AAP. Significant informal consultation and information gathering has taken place and continues to take place. Formal statutory consultation will be undertaken as part of the town planning processes going forward.
Decision Taker	City Executive Board
Executive Lead Member:	Planning, Transport and Regulatory Services
Report Owner:	Head of Planning and Regulatory
Report Contact:	Fiona Piercy Tel: 01865 252185 fpiercy@oxford.gov.uk

ITEM 40:	PRIVATE SECTOR HOUSING POLICY ID: I010352
To set out the future priorities and areas of intervention in the private rented and owner-occupied residential sectors in Oxford.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Housing
Report Owner:	Head of Planning and Regulatory
Report Contact:	Ian Wright, Environmental Development iwright@oxford.gov.uk

ITEM 41:	SALE OF BRASENOSE FARM HOUSE SITE ID: I012549
Disposal of the Brasenose Farm House site	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Executive Director for Regeneration and Housing
Report Contact:	Julia Castle, Corporate Assets

COUNCIL 8 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 42:	STATEMENT OF LICENSING POLICY 2016 - 2021: REVIEW ID: I012223
Statutory policy review required every 5 years to update and amend current policy.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Consultation prior to Council approval
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Executive Director for Community Services
Report Contact:	Julian Alison, Licensing Team Leader jalison@oxford.gov.uk

CEB 11 FEBRUARY 2016 - PROVISIONAL REPORTS

ITEM 43:	CAPITAL STRATEGY 2016-17 ID: I011797
To present the Council's Capital Strategy for approval	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health
Report Owner:	Head of Financial Services
Report Contact:	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 44:	TREASURY MANAGEMENT STRATEGY 2016-17 ID: I011768
Treasury Management Strategy for 2016-17, including prudential indicators.	
CEB Feb 2016: To recommend the Council adopts the Treasury Management Strategy 2015/2016.	
Council 18 Feb 2016: To adopt the Treasury Management Strategy 2015/2016.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Finance, Corporate Asset Management and Public Health

Report Owner:	Head of Financial Services
Report Contact:	Anna Winship, Financial Accounting Manager Tel: 01865 252517 awinship@oxford.gov.uk

ITEM 45:	ENERGY & WATER SUPPLY CONTRACT PROCUREMENT APPROACH 2016 - 2020 ID: I012133
This report recommends the award of a contract to the Council's energy supplier for the period 2016 - 2020	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Paul Spencer Tel: 01865 252238 pspencer@oxford.gov.uk

ITEM 46:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS FOR 2016-2017 ID: I012213
The report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2016/2017. The decision is Key because the indicative grants budget is £1.4m	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Leisure, Parks and Sport
Report Owner:	Head of Community Services
Report Contact:	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 47:	REPLACEMENT OF HOUSING COMPUTER SYSTEMS ID: I010933
The Council currently has two housing computer systems, this report details the proposals for the procurement of one housing computer system to replace the current computer applications.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Part exempt Commercially Sensitive
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Customer Services and Corporate Services
Report Owner:	Head of Business Improvement
Report Contact:	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

COUNCIL 17 FEBRUARY 2016 - BUDGET AND CORPORATE PLAN AND RELATED REPORTS

To include any reports from CEB

CEB 17 MARCH 2016 - PROVISIONAL REPORTS

CEB 14 APRIL 2016 - PROVISIONAL REPORTS

COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

ITEM 48:	CONSTITUTION REVIEW ID: I004734
An annual report to propose any required changes to the constitution.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Head of Law and Governance
Report Contact:	Emma Griffiths, Law and Governance Tel: 01865 252208 egriffiths@oxford.gov.uk

ITEM 49:	REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	N/A
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Law and Governance
Report Contact:	Jeremy Franklin, Law and Governance jfranklin@oxford.gov.uk

ITEM 50:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) ADOPTION ID: I011844
We became signatories of the European Commission's Covenant of Mayors in September 2014 and are required to adopt a Sustainable Energy Action Plan in order to meet at least a 20% reduction in carbon emissions by 2020. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open

Will this decision be preceded by any form of consultation?	N/A
Decision Taker	City Executive Board
Executive Lead Member:	Climate Change and Cleaner, Greener Oxford
Report Owner:	Executive Director for Community Services
Report Contact:	Mairi Brookes Tel: 01865 252212 mbrookes@oxford.gov.uk

ANNUAL COUNCIL - MAY 2016

To include any reports from CEB

CEB JUNE 2016 - PROVISIONAL REPORTS

ITEM 51:	APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458
To appoint Council representatives to outside bodies and charities.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member:	Corporate Strategy and Economic Development
Report Owner:	Executive Director for Organisational Development and Corporate Services
Report Contact:	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

CEB JULY 2016 - PROVISIONAL REPORTS

COUNCIL - JULY 2016

To include any reports from CEB

CEB SEPTEMBER 2016 - PROVISIONAL REPORTS

COUNCIL - SEPTEMBER 2016

ITEM 52:	STATEMENT OF GAMBLING LICENSING POLICY 2016 REVISION ID: I011840
To approve the draft Statement of Gambling Licensing Policy 2016 for consultation	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open
Will this decision be preceded by any form of consultation?	Yes
Decision Taker	Council
Executive Lead Member:	Crime, Community Safety and Licensing
Report Owner:	Head of Community Services
Report Contact:	Julian Alison, Licensing Team Leader

CEB OCTOBER 2016 - PROVISIONAL REPORTS

Scrutiny Recommendation Tracker 2015-16

Arrangements for fitting Solar Panels – 8th October Housing Panel				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council should make every effort to enter into a viable agreement with the Low Carbon Hub as soon as possible in order to maximise the available benefits of fitting solar panels on Council-owned housing stock.	Y	I agree with the recommendation and indeed officers are already looking at ways of working with the Low Carbon Hub to help install PV panels on Council homes.	Cllr Rowley & Stephen Clarke	Feb 2016
Additional Licensing for HMOs – 8th October Housing Panel				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council encourages landlords and agents offer longer term tenancies and rent level guarantees, and explores the option of including these as discretionary criteria within the Landlord Accreditation Scheme.	Y	The Council will endeavour to encourage landlords and agents to offer longer tenancies and affordable market rents wherever possible and investigate the option of including this as a desirable element of accreditation in consultation with landlords and agents at the next Landlord Information Exchange event planned for December 2015.	Cllr Turner & Ian Wright	April 2016
2. That the City Council considers whether there is anything that can be done to address the inequity whereby many tenants living in HMOs are unable to access free bulky waste collections.	Y	Officers will investigate the potential to increase the number of free bulky items collections for tenants living in HMOs and if feasible will report back to CEB at a future meeting.	Cllr Turner & Ian Wright	April 2016
City Centre Public Spaces Protection Order – 6th October Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the design and placing of signage	Y	I welcome this recommendation and will ask	Cllr Sinclair	April 2016

is considered by a cross-party group of members and that every effort is made to remove obsolete signage across the city.		officers to convene a cross-party group of members to develop appropriate signage in suitable locations, and ensure obsolete signage is removed.	& Richard Adams	
2. That full consideration is given to any further views expressed by Liberty in relation to the revised draft PSPO.	Y	A letter has been received from Liberty since the scrutiny meeting. The letter will be reported to the Board.	Cllr Sinclair & Richard Adams	Y
3. That the City Executive Board notes that there was no consensus in the Scrutiny Committee or PSPO Panel for the inclusion at this stage of the behaviours set out in sections 1a and 1e of the draft PSPO.	Y	Noted.	Cllr Sinclair & Richard Adams	Y
4. That the City Executive Board inserts the word “reasonably” before the word “perceived” in section 1a of the draft PSPO.	Y	Accepted.	Cllr Sinclair & Richard Adams	Y
5. That the City Executive Board should clarify and define the meaning of the word “near” in section 1a of the draft PSPO to protect and assist officers enforcing the order.	N	Not accepted. ‘Near’ is a word which is easily understood, which does not require further definition. It will be a matter of fact as to whether the prohibition is engaged.	Cllr Sinclair & Richard Adams	N/A
Financial Inclusion Strategy – Action Plan Update – 6th October Scrutiny Committee				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Action Plan should be kept under review so that the Council can be responsive to significant changes in circumstances (e.g. further welfare reforms, reduced children’s centre provision).	Y	The report delegates authority to update the Action Plan as and when required, which enables us to be responsive to new or changing situations. In such an event we can add or change actions in the plan. I review the plan on a monthly basis with officers to look at any significant variations and officers also review it on a monthly basis. We will	Cllr Brown & Paul Wilding	Y

		report any significant variations under delegated authority.		
2. That the directory of affordable childcare should be shared with Councillors.	Y	There is no directory of affordable childcare. The availability of childcare is a constantly changing situation. The action in the plan that this relates to is to identify local providers of childcare. The County Council have a service which is able to tell you what is available at the time of contacting them. Anyone can access this, so we can provide the contact details. It is provided by the Family Information Service who can be reached on 08452 262636.	Cllr Brown & Paul Wilding	Y
3. That the Action Plan should contain a stronger emphasis on more joined up partnership working, for example with the health sector to support social prescribing.	N	Action 28 in the plan deals with this area, although the wording doesn't make this explicit. The action is being delivered through our participation in the social prescribing project being carried out by Bury Knowle Surgery.	Cllr Brown & Paul Wilding	N/A
4. That all frontline staff should receive training on recognising the indicators of financial exclusion.	N	The revision of the action plan explicitly excludes contact centre staff from this training as it has been deemed not appropriate. The time spent identifying indicators of financial exclusion on a phone call would be too onerous and would require additional resource to maintain the same level of service as calls would take longer to deal with. Instead the new action focuses on delivering this to teams who have longer periods of engagement with customers likely to be at risk of financial exclusion. This would include tenancy sustainment, energy advice officers and the welfare reform team.	Cllr Brown & Paul Wilding	N/A
5. That the City Council should monitor	Y	The Housing Needs Team already produces	Cllr Brown	Y

<p>the accessibility of the private rented sector to people who are out of work and the use of the Lord Mayor's Deposit Scheme.</p>		<p>performance data relating to this area which includes number of new starts in Home Choice, and deposits provided under the Deposit Scheme. Housing Scrutiny Panel reviews performance in this area including the number of households in temporary accommodation, which is a good indicator of the difficulty in accessing the PRS. Housing Scrutiny could request that other data is reported relating to access to the PRS if this would be helpful.</p>	<p>&Paul Wilding</p>	
<p>6. That the City Council should bring forward any plans that would assist households in taking advantage of higher feed in tariff rates.</p>	<p>N</p>	<p>Recent policy changes from the government mean that drastic cuts in the housing revenue account budget will be required. This is subject to government confirmation but this is highly likely later in the autumn.</p> <p>This means that the Council will have to reassess its existing spending priorities between December and March so can no longer commit to many non-essential services. It is very likely that the major programmes with the housing stock such as energy efficiency and solar PV will be significantly affected.</p> <p>Tighter budgets mean that the Council will have to do more with less, and means we are unable currently to commit to any work other than those that are basic, cost effective and/or vital programmes of work:</p> <ul style="list-style-type: none"> • Loft insulation work to top up to about 270mm 	<p>Cllr Brown & Paul Wilding</p>	<p>N/A</p>

		<ul style="list-style-type: none"> • Heating replacement programme • External insulation, double glazing and improved ventilation in Tower Blocks 		
Proposed Lease and Monitoring Arrangements for Community Centres – 6th October Scrutiny Committee 2015				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Executive Board should consider deferring the decision on this report and taking it alongside the Community Centre Strategy decision, which is expected in November.	N	The report reflects the contents of the strategy report which will be brought in November. There is nothing within the leases report that is inconsistent with, or at odds with, the strategy report.	Cllr Simm & Ian Brooke	N/A
2. That the City Council should develop a “code of conduct” that sets out the expectations on Community Centre Associations and the types of support Associations can expect from the City Council. This code of conduct should be linked to the lease and monitoring arrangements for community centres.	In part	Many community associations will have their own Code of Conduct; this suggestion can be explored with community associations, either individually or through the Federation.	Cllr Simm & Ian Brooke	April 2016
3. That the report should provide more detail on the standard forfeiture (termination) provisions on tenant default or insolvency.	Agreed	Agreed, we will seek further clarification from Legal.	Cllr Simm & Ian Brooke	Dec 2016
4. That City Executive Board should make arrangements for independent legal advice to be available to Community Centre Associations.	Agreed	For those CAs moving from a licence to a lease, we will consider this during the period of discussion and negotiation. As there are areas of commonality in this process we can consider who would be the best source of advice of the CAs, for example, Community Matters. Associations with expired leases are being offered financial assistance towards seeking legal advice.	Cllr Simm & Ian Brooke	April 2016
Inequality recommendations – 30th June Scrutiny Committee				

Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the City Council leads on the development of a long-term multi-agency inequality strategy for Oxford. This should be informed in part by the evidence gathered in this Inequality Review and enhanced when Oxfordshire Clinical Commissioning Group produces its report on health inequalities. The Strategy should be supported by an Action Plan that includes any accepted Inequality Panel recommendations..	In Part	The Oxford Strategic Partnership has been leading a multi-agency programme entitled 'Tackling the Cycle of Deprivation' for a number of years and the CCG review will build on the OSP's work. Many of the recommendations from the Panel are being addressed through existing strategies and action plans, and we would propose to return to the question of whether an overall strategy document and plan when the outcome of the CCG work is published.	Cllr Price & Jackie Yates	April 2016
2. That the City Council ensures it has sufficient staffing resources in partnership posts to play a leading role in working with partners to deliver on a multi-agency inequality strategy for Oxford (see recommendation 1). We envisage that savings are achievable from overcoming silos and working in partnership to tackle long terms issues associated with inequality.	Agreed	<p>Agreed in principle, but the current pressures on local authority and NHS budgets make it difficult to guarantee that the desired staffing resources can be made available from year to year. Our approach to the influencing and development of strategies and policies is based on a matrix approach and includes influencing strategies and policies for the key strategic Oxfordshire Partnerships, the Oxford Strategic Partnership and ensuring consistency and alignment, where appropriate, to Oxford City Council policies and plans. The new Assistant Chief Executive role will provide additional capacity in this area.</p> <p>Policy Officers Group, with representation from all service areas, is used to cascade and share information and best practice in developing our policies internally.</p>	Cllr Price & Jackie Yates	April 2016

		Annex 1 attached provides further information.		
3. That the City Council commissions Professor Danny Dorling and the City Council's Social Research Officer to develop an Oxford City Inequality Index based on aspects of inequality that that the City Council can influence either directly, or indirectly to a significant extent. Council Performance should be assessed against the movement of this index.	Not agreed	<p>The Council uses ONS data and small area statistics and publishes these in an accessible form (see the Council monthly charts and other useful information available on the Oxford City Web site: http://www.oxford.gov.uk/PageRender/decC/Statistics_about_Oxford_occw.htm</p> <p>It is not clear what a specific City Index would add to what is already available and as a stand- alone index it would lack credibility with central government or the EU, who have their own definitions of deprivation and inequality for benchmarking and resource allocation.</p> <p>The Council uses nationally recognised indices which facilitate benchmarking and funding submissions. Deriving a set of local indices would be costly and not have these advantages.</p>	Cllr Price & Jackie Yates	N/A
4. That all strategy papers and major decisions should include an assessment of their short, medium and long term impacts on inequality. This assessment could be based on an Inequality Index (see recommendation 3), and guidance should be available to assessing officers.	Agreed	The Council's existing equality impact assessment process requires officers and Members to consider the impact of decisions and actions on groups with protected characteristics. Currently these do not include socio economic inequalities and including them as a required part of the process will involve careful definition and extensive training. The Corporate Lead (HR / OD) will review the current process in line with best	Cllr Price & Jackie Yates	April 2016

<p>5. That the City Council progresses all options for boosting the supply of affordable housing, including by:</p> <ul style="list-style-type: none"> a) Continuing to push for a review of the Green Belt around Oxford as part of a wider county land review to identify sites for new housing, b) Enforcing the City Council's 50% affordable housing policy, c) Considering greater use of Compulsory Purchase Orders to buy derelict land and properties that aren't coming forward for development, d) Evaluating the potential local impacts of the new Government's housing policies, such as the extension of the Right to Buy scheme to housing association properties, e) Encouraging ethical or institutional investors to rent good standard accommodation to people in housing need at affordable rates, f) Aiming to make Oxford a centre of excellence in innovation for new social and affordable housing solutions, ensuring that its own policies (such as the Balance of Dwellings Policy) are compatible with this aim. Affordable Oxford could be asked to provide advice on what options would be viable in Oxford, g) Considering whether there is scope for the City Council or the Universities 	Agreed	<p>practice during the autumn.</p> <p>Recommendation 5 a) to f) are already part of the Council's normal business. Recommendation 5g) is being taken forward by the Council's Ageing Successfully Group that is working with Age UK Oxfordshire on a Home Share Programme in Oxford that has been funded by the Lloyds Bank Foundation and the Big Lottery Fund. On 5h) the Council's allocations policies aim to assist 'downsizing' where residents wish but organising transfers on a collective basis would be extremely difficult and unlikely to accommodate many community groups who are characterised by different current housing tenures.</p> <p>However, in light of proposed changes in government policy the Council may be forced to review its Housing and Planning Policies.</p>	Cllr Price & Jackie Yates	April 2016
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<p>to promote 'inter-generational shared living'.</p> <p>h) Considering whether there is a way the City Council could assist groups of older people in downsizing collectively while staying together as a community, perhaps by creating a group or register that people can join or sign up to.</p>				
<p>6. We note the significant difficulties that schools, hospitals and universities (as well as businesses) face in attracting workers to settle in Oxford, and recommend that the City Council:</p> <p>a) Gathers evidence as soon as possible to identify the best way of delivering new build keyworker housing within the 20% of affordable housing provided as intermediate housing,</p> <p>b) Seeks to extend its keyworker housing intervention to more teachers (this is currently offered to senior teaching staff),</p> <p>c) Considers whether there is scope to assist key workers (particularly teachers in priority schools) in accessing housing in the private rented sector, for example by encouraging registered landlords to offer 3 year tenancies and agreeing to raise rents by no more than the CPI measure of inflation.</p>	Agreed	<p>Recommendation 6a) is in hand and will form part of a wider review of affordable housing and planning policies. Recommendation 6b) has been implemented with the scheme open to all teachers from the beginning of July, following consultation with schools. Recommendation 6c) will be difficult to achieve as the Council has no means of practically influencing private sector rents and landlords' letting policies but the proposals could be put forward to key landlords and agents.</p>	Cllr Price & Jackie Yates	April 2016
<p>7. We note that the City Council is developing a Private Rented Sector</p>	Agreed	<p>We agree to take this recommendation into account in developing the strategy. Work is</p>	Cllr Price & Jackie	April 2016

<p>Strategy and recommend that this aims to extend the City Council's interventions in the private rented sector to address abuses in the student housing market and poor standards across the wider private rented sector. This should include the extension of discretionary licensing to cover more properties where possible, enhanced enforcement of the HMO licensing regime and further promotion of landlord accreditation to encourage take up.</p>		<p>underway on identifying the most appropriate extension of discretionary licensing following the introduction of legislative restrictions by the government. The HMO Licensing Scheme is currently being consulted upon and if renewed, the approach to improving compliance with licence conditions in licensed properties will be strengthened and stronger penalties imposed upon the landlords of unlicensed properties. Encouraging Landlord accreditation and improving the rewards available for good landlords will complement this tougher enforcement stance. It would be useful to understand the particular concerns about student housing if this refers to purpose built accommodation rather than general needs housing which just happens to be occupied by students.</p>	Yates	
<p>8. That the City Council:</p> <p>a) Calls on the new Vice-Chancellor of the University of Oxford to provide reinvigorated engagement in Oxford's housing sector by learning from the Cambridge model and providing new accommodation to house academics.</p> <p>b) Tasks the new Assistant Chief Executive with working closely with the University sector and encouraging a greater degree of input into city matters, including financial contributions where appropriate.</p>	Agreed	<p>This work is already in progress. The new assistant Chief Executive will help take this forward.</p>	Cllr Price & Jackie Yates	April 2016
<p>9. That the City Council builds on its commendable work on addressing fuel poverty by:</p>	In part	<p>Partially agreed. The Council has developed a fuel poverty model to identify areas of the City which are at greater risk of fuel poverty.</p>	Cllr Price & Jackie Yates	April 2016

<p>a) Making a fuel poverty calculator available online that directs people in fuel poverty to contact the City Council for advice on what support they may be entitled to,</p> <p>b) Asking Trading Standards whether they would like the City Council to refer cases to them where an Energy Performance Certificate is required and whether they would be prepared to give the City Council any enforcement powers.</p>		<p>This model can be used to target resources and grants to people in fuel poverty. We will increase our advertisement of the help that can be provided to reduce energy costs through the advice centres and the Council.</p> <p>The Council is due to begin taking enforcement against private landlords with EPC ratings of F and G, and this action is included in the Council's Financial Inclusion Strategy and we will undertake this work directly..</p>		
<p>10a. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>a) Supporting the delivery of more proactive health interventions in areas of multiple deprivations, such as contacting people who miss appointments,</p>	Agreed	<p>The City Council, Oxfordshire Clinical Commissioning Group (CCG) and Public Health, have been working toward this in a number of ways:</p> <p>Some GP Practices use text messages to remind patients of upcoming appointments, where they have patients' mobile phone numbers. They also post messages in Practice waiting rooms to inform patients of the impact of missed appointments.</p> <p>In terms of health interventions, where there has been low uptake of NHS initiatives, such as screening programmes and health checks, some focussed work has been conducted by the CCG'S Equality and Access Team. This has included working with patients in some GP Practices to enable them to be booked into appointments.</p> <p>The CCG alongside Public Health and the</p>	Cllr Price & Jackie Yates	April 2016

		<p>City Council, has established multi-agency Community Partnership Health Groups, based in the city's key areas of deprivation. These help to support health promotion campaigns and activities at a local level. They have also drawn up Health Plans for each area, based on health indicator data, to identify the key issues and provide appropriate interventions and initiatives to tackle them.</p> <p>The development and delivery of the Community Health Plans are supported by the CAN Breaking the Cycle of health Deprivation Working Group (including the CCG, Public Health and CAN staff).</p>			
206	10b. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by: b) Working towards the concept of pooled budgeting in areas where evidence suggests that this approach can improve health outcomes.	Agreed	Pooling of budgets is not specifically a City Council issue. However, the Executive Director for Communities and the Executive Board Member, Corporate Assets and Public Health are actively offering to provide City Council premises and other assets to promote better health outcomes. An example of the possibilities in this domain is the proposed use of the health space at the new Rose Hill Community Centre.	Cllr Price & Jackie Yates	April 2016
	10c. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by: c) Utilising the City Council's assets (such as leisure centres) and the agencies we support to facilitate social prescribing, and encouraging more GPs to take up social prescribing.	Agreed	Agree, as above. In addition; the Head of Community Services is represented on the Oxfordshire University Hospital Trust, Public Health Steering Committee and on the Oxfordshire Clinical Commissioning NHS Health Inequalities Commission Steering Group. This is to ensure that Oxford City Council is well placed to identify opportunities	Cllr Price & Jackie Yates	April 2016

		<p>for working with other agencies to deliver health promotion services.</p> <p>With reference to Social Prescribing: One Practice, which serves two regeneration areas in the city, has recently initiated a Social Prescribing project. The CCG's Equality and Access Manager has undertaken some research of models across the country. The findings will be presented to GP Leads and a decision will be made as to the potential of a county-wide Social Prescribing Project. This will also be considered for application at the new Rose Hill CC.</p>		
<p>10d. That the City Council builds on its work with Oxford Clinical Commissioning Group and other health partners by:</p> <p>d) Working with partners to develop a single online point of access for multiple services in Oxford, including health, housing and social care.</p>	Not agreed	<p>There are a range of points where people can and should access information. It is important however to play our part in ensuring that all the agencies continue to work to improve information sharing and referral processes and to ensure that service signposting is appropriate.</p> <p>The voluntary and community sector have an important role to play in this and the City Council provides funding through its grant programme to a number of agencies providing advice, support, signposting and referral to health, housing and social care services.</p> <p>The CCG are piloting this approach and working with referral agencies to understand demand. It is a matter for them.</p>	Cllr Price & Jackie Yates	N/A

<p>11. That the City Council explores how factors around inequality and public health could be designed in to the planning and development of sites. These factors should include cycling and walking provision, the accessibility of parks, and the provision of a variety of housing within the street scene. Consideration should also be given to shaping new communities. For example, new communities should include a centre and shared open space.</p>	Agreed	<p>This is already in hand. For example, the Barton development is considered to be an example of best practice in this regard.</p> <p>Public Health have also been asked to comment on planning applications with strategic implications for building sustainable communities that support health and help to promote exercise, such as the Northern Gateway master plan.</p> <p>A member of the City Council Planning Policy Team recently attended a Public Health England workshop aimed at improving collaboration between planning and health improvement professionals. Some of the issues raised at this workshop have fed into on-going scoping work that Public Health are undertaking to ensure that health considerations receive more prominence when planning decisions are made across all Oxfordshire authorities.</p>	Cllr Price & Jackie Yates	April 2016
<p>12a. That the City Council:</p> <p>a) Assists in bringing about negotiations with local health, housing and social care commissioners and providers so that a county wide discharge policy for people experiencing homelessness can be adopted as per best practice guidelines</p>	Agreed	<p>There is an operational hospital discharge procedure in place, which provides client names and 48 hour notice of discharge to Housing Services. However, this procedure could be strengthened with a more strategic hospital discharge protocol agreed on a countywide basis with all key stakeholders. This would relate to care packages including a broader range of services, for example Hospital Trusts (specialist physical and mental health services) and adult social care. The City Council will try to facilitate the development of this further.</p>	Cllr Price & Jackie Yates	April 2016

<p>12b. That the City Council:</p> <p>b) Extends interventions aimed at supporting homeless people with complex needs (e.g. substance abuse and mental health issues), who are often excluded from accessing the services they need.</p>	Agreed	<p>Officers are already working with the Oxfordshire Clinical Commissioning Group, Public Health and providers to develop a suitable service for single homeless customers with complex needs, including when substance misuse limits effective treatment options for mental health. The Council is also part of a Complex Needs network which seeks to improve the access that people with complex needs have to current services. This aims to build on outcomes for people with the most complex needs through intensive support and a flexible systemic approach.</p>	Cllr Price & Jackie Yates	April 2016
<p>13. Oxford City Council is leading the way in defining, measuring and tackling fuel poverty and we recommend that the same priority should be given to the issue of food poverty. A part-time role should be created to tackle food poverty, which should involve facilitating the work of the not-for-profit and voluntary sector to maximise their impact, and developing a food poverty strategy for Oxford. This strategy should aim to replicate best practice established by Bristol to reduce food bank demand and increase access to good and affordable food across the city.</p>	Not agreed	<p>The OSP Breaking the Cycle of Deprivation Group has been working with Good Food Oxford to see how this work can be taken forward.</p> <p>The Breaking the Cycle Group (including representatives from the Oxfordshire Clinical Commissioning Group and Public Health) funded Good Food Oxford to carry out community activities on Blackbird Leys, to introduce food poverty and healthy eating elements to the work that food oriented Community Action Groups already do within their local communities. This has proved to be extremely effective. The aim is to continue to work with Good Food Oxford and other partnerships to build the capacity of local communities.</p> <p>Clarity is needed on whether the bid will</p>	Cllr Price & Jackie Yates	April 2016

		address this and this recommendation will be kept under review.		
14a. That the City Council: a) Identifies how it can provide a greater degree of funding security to Asylum Welcome. Consideration should be given to including their work within the remit of the Council's Community Grants commissioning programme, which awards funding for 3 years rather than annually. This will reduce Asylum Welcome's administrative workload and help to ensure that they remain viable over the medium term.	In part	Noted. This recommendation will be considered as part of the annual review of the Council's grants programme in the budget round. We are in active discussions with Asylum Welcome and other charities in this area with regard to the refugee crisis and how we can assist them in making a fully effective response. The Council is currently in discussion with AW as part of its response to the refugee crisis. The Board is very appreciative of the work of Asylum Welcome.	Cllr Price & Jackie Yates	April 2016
14b. That the City Council: b) Explores whether it could provide low cost accommodation to third sector organisations by utilising unused capacity in Council-owned assets such as Community Centres.	Agreed	The Council supports and funds a number of voluntary and community groups, some of which have accommodation in City Council premises and some in the private rented sector. All registered charities are eligible for rate relief Reduced hire rates for the Town Hall are also available to voluntary and community sector organisations.	Cllr Price & Jackie Yates	April 2016
15. We strongly endorse the City Council's approach to combatting financial exclusion and recommend that the City Council: a) Ensures that the Welfare Reform Team are fully and best deployed in order to provide greater assistance and proactively reach more people, particularly those moving on to	Agreed	The Financial Inclusion Strategy supports this work.	Cllr Price & Jackie Yates	April 2016

<p>Universal Credit,</p> <p>b) Moves towards implementing a 'single view of debt' in order to identify multiple debts owed to the Council, and where possible, consolidate these,</p> <p>c) Gives a high priority to continuing to protect the current level of funding for the advice sector over the medium term,</p> <p>d) Explores longer term funding options for a housing needs money advice caseworker, and evaluates the impact of this provision over time,</p> <p>e) Continues to work closely with CAB and other agencies to encourage the take up of unclaimed benefits.</p> <p>f) Aims to make full use of its Discretionary Housing Payments budget.</p>				
<p>16. That the City Council establishes a reliable directory of charities for Oxford, setting out the aims, principle client groups and types of relief provided. This will help to ensure that local charities have a greater awareness of what other charities do.</p>	In part	<p>The OCVA have a register of Charities and are funded by the City Council. We will raise concerns about the register with OCVA and seek to address them with OCVA colleagues.</p>	Cllr Price & Jackie Yates	April 2016
<p>17. We recommend that the City Council continues to prioritise improving educational attainment in the city by:</p> <p>a) Offering a new educational grant programme to which Head Teachers from schools serving deprived areas can apply. This programme would</p>	Not agreed	<p>The Council is currently working through the Oxford Strategic Partnership (OSP) to see if a stronger partnership approach to raising education attainment can improve attainment levels in the city. An OSP Sub Group has been established to develop a set of actions for educational attainment improvement in the</p>	Cllr Price & Jackie Yates	N/A

<p>provide tangible output-based funding to reduce educational inequalities in city schools. The criteria for awards should be non-prescriptive but grants could be used to fund specific line items in School Improvement Plans focused on Pupil Premium and Special Educational Needs pupils, for example.</p> <p>b) Engaging with partners and considering whether it has a role in ensuring that eligible year 1 and 2 pupils are registered for the Pupil Premium so that their schools receive the additional funding they are entitled to.</p>		<p>city. There have also been meetings with the head teachers of schools in the south of the City and discussions on how the regeneration of Blackbird Leys might contribute to the raising of attainment levels.</p> <p>The County Council has now established a Strategic Schools Partnership Education Commissioning Shadow Board. This Board is in the process of establishing the grant criteria for support. The City Council has representation on this Board. The aim is to ensure any activities funded/provided by the City Council which contributes towards education attainment is additional and complementary to the County Council Commissioning Strategy and Plan.</p> <p>The Council's financial and human resources are constrained and these recommendations are ones which would be difficult to fund within the known future budget envelope.</p> <p>This proposal does have a cost implication, as whilst the Council has some information in relation to benefits claimants it does not hold any data on schools children attend and as the roll out of Universal Credit continues it will hold no relevant benefit data.</p> <p>A new grant programme is something for Councillors to bear in mind during the budget setting process.</p>		
18a. That the City Council utilises skills	Agreed	Skills, employment and career paths are not	Cllr Price	April 2016

<p>within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>a) Seeking to influence and improve the provision of targeted careers advice in schools, extending this to younger pupils (years 7-8), as well as offering mentoring into adulthood</p>		<p>the statutory responsibility of the City Council. However, through the Leader, officers are working with the Oxfordshire Local Enterprise Partnership and the Oxfordshire Skills Board to improve services within the city.</p> <p>Oxfordshire County Council has established a service bringing together schools and businesses called O2i. This includes career advice, work placements and promoting apprenticeships. This work is overseen and monitored by the Oxfordshire Skills Board and information is circulated by the Policy and Partnerships Team Leader to the City Council Employment and Skills Group</p> <p>There is a cross City Council Employment and Skills Group, which meets to share information and to ensure services are coordinated. This group includes officers from the Economic Development, Communities and Neighbourhoods, Policy and Partnership, Welfare Reform Team and Human Resources.</p> <p>The City Council has undertaken a robust needs analysis of skills and employment issues. This is available in the link below.</p> <p>http://www.oxford.gov.uk/Library/Documents/Statistics/EmploymentAndSkillsSupplementaryPaperAug2014.pdf</p> <p>A review of services was undertaken and an</p>	<p>&Jackie Yates</p>	
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		<p>action plan was developed to fill the gaps. This is set out in the Employment and Skills report August 2014. City Council activities include:</p> <ul style="list-style-type: none"> • Working with Business in Community to provide business links with secondary schools, mentoring and work placement opportunities. Currently the City Council is linked with Cherwell School. • The Youth Ambition Programme which aims to build the confidence and skills of young people and ease the transition between school and work. • The development of Employment and Skills Plans for key physical regeneration schemes, • Apprenticeships within city council services • Support to Job Clubs on estates • Influencing and supporting the delivery of European Structural Funding Programmes. 		
<p>18b. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>b) Extending the use of social clauses to create more and better opportunities for young people. Clarity is required as to how the City Council will ensure that</p>	Agreed	<p>The City Council Skills and Employment Group ensure that the Employment and Skills Plans are linked into the Job Clubs that are based on estates. A recent Job Fair, arranged with Job Centre Plus, in Barton attracted over 400 potential job applicants and 20 businesses (mainly in the retail and construction sectors). Similar events will be rolled out to Rose Hill and Blackbird Leys. The Council's procurement policies are geared specifically to encouraging suppliers</p>	Cllr Price & Jackie Yates	April 2016

developers deliver social clauses.		to offer training, apprenticeships and guidance to young people.		
<p>18c. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>c) Extending the offer of reduced fees for tutors to all Community Centres situated in areas of multiple deprivations. The City Council should also continue to make better use of Community Centres and promote them as vibrant local hubs..</p>	Agreed	Agreed for consideration as a part of the development of the Community Centre Strategy.	Cllr Price & Jackie Yates	April 2016
<p>18d. That the City Council utilises skills within communities and works with partners to maximise every opportunity to provide employment and career paths for more residents living in areas of multiple deprivation, including by:</p> <p>d) Maximising links with universities, private schools, the student hub and businesses to get more volunteer help for appropriate programmes. These opportunities could include coaching and mentoring to help vulnerable people into work, assisting young people to whom English is not a first language, and broadening access to resources such as arts provision.</p>	Agreed	<p>Agreed. City Council Officers have been represented on the European Structural Investment Steering group and helped shape the European Social Fund Strategy and proposals. This included funding for two NEET programmes (to support those who are NEET and those at risk of becoming NEET) and Building Better Futures Funding aimed at long term unemployed. The City Council has submitted an application to deliver the Building better Futures Programme.</p> <p>City Council Officers have been working with the County Council, Employment and Economy Team and Job Centre Plus to look at how teaching language services can be improved. The Oxford Community and Voluntary Alliance was commissioned to</p>	Cllr Price & Jackie Yates	April 2016

		undertake a review, which identified that there is a range of good work being undertaken but that the sector needs improved coordination. Officers are currently in discussion with one of the colleges to see if they can take on this role, which has become even more important given the recently announced cuts in in this service.		
19. That the City Council calls on local employers to put an end to exploitative employment practices in the city. These practices include employers charging restaurant staff to wait tables, paying less than the minimum wage, and employing workers on zero hours contracts against their will.	Agreed	The Council will continue to lead by example by offering good terms and conditions of employment to all staff including agency workers. Our contractors are required to commit to paying the Oxford Living Wage and we have encouraged employers across the city to adopt the Oxford Living Wage with some success. We will continue to lead by example and try and influence other employers in good employment practice through normal channels. The Council will continue to promote best practice and support national initiatives such as Living Wage Week.	Cllr Price & Jackie Yates	April 2016
20. That the City Council continues to look to raise wages by: a) Creating a Living Wage Hub in Oxford based around the Oxford Living Wage. This should involve a programme of activities to promote the Oxford Living Wage, and a distinct logo that Oxford Living Wage employers are encouraged to display. Ideally these activities should be led by engaged citizens but they may initially require some officer resource.	In part	Partially agreed. The Council has already undertaken a number of initiatives including achieving Living Wage accreditation, campaigning in the city for other employers to adopt the Living Wage and speaking in support of the benefits of the OLW in various forums. We will continue to make use of the benefits of being a nationally accredited Living Wage Employer through Living Wage research, campaigns (such as Living Wage Week), etc. We will review the resource implications of the more extensive approach	Cllr Price & Jackie Yates	April 2016

<p>The Hub could also look at other related employment issues such as pay ratios.</p> <p>b) Identifying a public face of the Oxford Living Wage. This could be a member champion.</p> <p>c) Working constructively with the Living Wage Foundation in promoting Living Wage Week and seeking to raise wages and improve working conditions in Oxford, particularly in low paid sectors such as hospitality, health and social care.</p>		<p>recommended in 20 a) and b).</p> <p>In addition to the above the Council will continue to pay its staff the Oxford Living Wage and require its contractors operating locally to do the same.</p>		
<p>21. That Oxford City Council is a major employer in the city, and recommend that the City Council continues to develop its own employment practices through:</p> <p>a) More flexible recruitment practices such as accepting CVs and more widespread use of assessment centres,</p> <p>b) An annual managed calendar of interventions targeting black and minority ethnic communities and other underrepresented groups,</p> <p>c) Better targeting of constructive feedback to unsuccessful applicants,</p> <p>d) Interactive and accessible recruitment webpages with guidance for applicants,</p> <p>e) Uplifting the salaries of lower paid staff at a higher rate than those of higher paid staff to ensure that the pay gap between them doesn't increase</p>	Agreed	<p>The Council is already progressing an action plan to improve its recruitment practices. This includes giving more attention to job descriptions, person specifications, selection testing which tests criteria more effectively than interviews alone, inviting CVs as part of the application process, etc. It is increasingly rare for a selection process to comprise only of an interview. We have also run initiatives such as targeting unsuccessful BME candidates to review their experience of the recruitment process, consider the shortlisting decisions, ensure they receive feedback, etc. We have an electronic recruitment system and a series of pages which include assistance for candidates in the application process and presenting the benefits of working for the Council. We have previously addressed the issue of low pay by introducing the Oxford Living Wage and deleting the lowest pay grades. Further consideration of</p>	Cllr Price & Jackie Yates	April 2016

over time.		low pay will feature in consultation and negotiation for a new pay deal to run after the current one expires (March 2018). Although recommendation 21 e) has generally been the case in recent years, no long term commitment can be made to it as our wage bargaining structures are not necessarily always going to be under our direct control.		
Leisure and Wellbeing Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That the City Council looks into extending the functionality of its mobile apps to enable leisure bookings.	Agreed	We will look into this in conjunction with Fusion.	Cllr Rowley & Ian Brooke	March 2016
That the City Council's Leisure and Wellbeing Strategy includes a greater emphasis on strengthening integration between leisure centres and the broader leisure offer, including community centres.	Agreed	This is already one of the main thrusts of the Leisure and Wellbeing Strategy, but we will look into strengthening the language.	Cllr Rowley & Ian Brooke	March 2016
That the City Council continues to monitor the accessibility of leisure provision across Oxford, including in those parts of the city that have no swimming pools within a 20 walk, such as Littlemore and Cowley, and how this relates to leisure target groups (the Committee noted that corporate performance measure LP106: To increase participation at our leisure centres by target groups was below target for 2015/16 quarter 1).	In Part	We will of course continue to monitor leisure participation across the City. Transfer of membership from Temple Cowley to the Leys Pools and Leisure Centre has been a great success, and Oxford is over-provided with swimming pools by national standards. The new Spires Temple Cowley gym with associated public-access facilities is due to open in December. We are working with Fusion to ensure that the missed target is not repeated. It is very	Cllr Rowley & Ian Brooke	March 2016

		<p>important that we continue to increase participation in physical exercise from areas of deprivation in particular, given the significantly above average levels of obesity in the Leys especially and also in Barton, Littlemore and Rose Hill. The Leys Pools and Leisure Centre is at the centre of our strategy for tackling this.</p> <p>We are also continuing to press the bus companies to improve connections between the Rose Hill/Littlemore and Leys/Cowley areas to help make our leisure facilities easier to get to.</p>		
Oxford Growth Strategy – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That the Council's strategic approach to providing new affordable housing should be aligned with, and referenced in, the Oxford Growth Strategy.	Agreed	<p>It is important to note that the Oxford Growth Strategy is one of a range of documents which taken together outline Oxford City Council's approach to meeting both overall housing need and affordable housing need, and that therefore the Oxford Growth Strategy implicitly includes affordable housing in its coverage. For example, the documents that make up the Local Plan specify how the City Council's policies for affordable housing should be applied to development sites within Oxford's boundaries, the overall number of which are part of the Growth Strategy.</p> <p>However, as the Scrutiny Committee heard, the difference between the objectively</p>	Cllr Hollingsworth & Matthew Bates & Lysney Boveridge	Dec 2015

	<p>assessed need for housing (SHMA¹) for Oxford and the number of homes that can be accommodated within the City's administrative area (SHLAA²) is substantial, and the majority of unmet need will have to be met on sites outside Oxford's boundaries. This means that different affordable housing policies of other Local Planning Authorities will apply to those sites. Where the City Council is a landowner it may be possible to take a different approach above and beyond that laid down in the relevant LPA's planning policies, but in most instances the sites are owned by others.</p> <p>In the SHMA numbers the need for affordable housing was a major factor, alongside supporting expected economic growth. Even so, it is important to note that it has been estimated that to meet all of Oxford's unmet need for just affordable housing, using current planning policies, requires a number that is HIGHER than the highest figure in the SHMA range (24-32k). That is why the City Council will continue to argue strongly for housing allocations to meet unmet need in Oxford to be at the higher end of the range in the SHMA.</p> <p>In conclusion, it will be helpful for future iterations of the Oxford Growth Strategy to make clear both the origin of the SHMA range</p>		
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¹ Oxfordshire Strategic Housing Market Assessment, 2014

² Oxford City Strategic Housing Land Availability Assessment, 2014

		as being in part influenced by the assessed need for affordable housing, and the likely impacts for affordable housing of different policy options being pursued by the City Council and by others in the current discussions over housing allocations in Oxfordshire.		
That the Oxford Growth Strategy includes a greater emphasis on mobile working and the opportunities presented by Better Broadband for Oxfordshire.	Not agreed	Not Agreed. For many years now the growth in technology-driven networked working, in particular fast broadband, has been used as an argument for reducing the absolute numbers of new homes that would be required, and for their dispersal over a wider geographic area, which appears to be the suggestion here. However the evidence that such dispersal is actually workable is no more compelling now that when the same arguments were produced to argue for reductions in housing numbers during debates over the emerging South East Plan in the early 2000s.	Cllr Hollingsworth & Matthew Bates & Lynsdey Beveridge	N/A
Waste Water Flooding Panel – Scrutiny Committee 7 September				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
That the City Council continues to engage with Thames Water Utilities (TWU) at a senior level through the Oxford Area Flood Partnership and other appropriate channels. This should include early engagement in relation to future development proposals that affect TWU.	Agreed	Happy to agree and endorse the work of the Waste Water Flooding Panel	Cllr Price & Tim Sadler	March 2016
Report of the Cycling Review Group – Scrutiny Committee 7 September				
Recommendation	Agreed	Executive response	Lead	Implemented

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	d Y/N		Member & Officer	d Y/N / due date
1. That the City Council's unallocated cycling capital budget (approx. £110k over two years) should be used to fund the lower cost Cycling Review Group wish-list items in order of priority. The highest priority is signing City Council route 5, extending to Littlemore and the Leys Pool. This should include signing cyclists onto this route from key destinations such as Oxford Business Park, Vue Cinema and Oxford Academy.	In Part	This recommendation isn't wholly clear, as the definition of 'lower cost' isn't precise in reference to the list of items in Appendix 2, which includes both precise sums of money – albeit without confirmation that these figures are accurate – and very approximate bandings of potential expense. However the general direction of the policy, that lower cost and achievable items with significant positive impacts, should be the priority, is accepted. It is important to note that as the County Council is the Highways Authority there are considerable constraints on what the City Council is able to do on its own. The County Council has been clear that it is unwilling to progress schemes in areas where it is planning or already carrying out consultation on larger projects – for example in the Headington area. The sums of money set aside by the City Council for capital schemes can and should be progressed as soon as possible, and that means selecting schemes that do not require any input or permission from the County Council.	Cllr Hollingsworth & Mai Jarvis	March 2016
2. That the wish-list of cycling improvement projects drawn up by the Cycling Review Group, with advice from Cyclox and Sustrans, should be used to decide how future City and County Council funding for cycling improvements is spent. Flexibility should be applied so that new opportunities can also be funded	In Part	While the wish-list is a useful starting point, there needs to be greater assessment of the actual costs, benefits and feasibilities for each scheme or block of schemes before it can be used as the basis for spending prioritisation. A prioritisation scheme that referenced cost, impact, feasibility/deliverability against objective criteria would seem to be a more		

<p>where this is appropriate.</p>		<p>appropriate mechanism. This is particularly important for the County Council as the Highways Authority, who will be responsible for the vast majority of spending decisions about on-street schemes, and it is reasonable to expect them to carry out such as an assessment.</p> <p>Furthermore, almost all the schemes identified are on-street schemes, and don't include for example the funding of cycle parking and storage facilities off-street, whether on public (Council-owned) land or otherwise. For example there may be substantial benefits to a partnership approach with major employers, educational establishments (schools, colleges and universities) and other organisations to provide better cycle parking and storage; for the City Council, which is constrained in what it can carry out without County Council permission, these sorts of schemes may perform well in terms of benefits and deliverability.</p>		
<p>3. That the City Council encourages the police and Direct Services to proactively send reusable abandoned bikes to Broken Spoke and other bike shops that are happy to take part, so that as many of these bikes as possible can be refurbished and reused locally.</p>	<p>Yes</p>	<p>Direct Services already makes repairable bikes available to shops and other schemes in this way; the remainder are recycled and are counted as part of the City's recycling figures. Direct Services will liaise with the police and any other institutions who collect abandoned bicycles to see if there is scope for greater co-ordination and efficiencies.</p>		
<p>4. That the City Council ensures that developer funding can be used to contribute to cycling improvements where</p>	<p>Agreed</p>	<p>a) The Regulation 123 list which sets out what CIL can be spent on already is consistent with the recommendations. See list</p>		

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<p>appropriate, including by:</p> <p>a) Ensuring that the City Council's Community Infrastructure Levy (CIL) list is consistent with funding the higher cost cycling improvement projects set out in our wish-list, next time the CIL list is reviewed;</p> <p>b) Using CIL funding as a local contribution to attract match funding, for example from the Local Sustainable Transport Fund, for cycling improvement schemes in accordance with the Council's CIL list (often these will be part of wider transport improvement schemes);</p> <p>c) Alerting Ward Members when significant sums (we suggest >£5k) of the 'neighbourhood portion' of CIL have been allocated to their local area. We would encourage members to consider spending this funding on lower cost cycling improvement schemes from our wish-list where possible.</p>		<p>here:</p> <p>http://www.oxford.gov.uk/Library/Documents/Planning/CIL%20Regulation%20123%20List.pdf</p> <p>It includes:</p> <p>'Improved environment for pedestrians and cyclists in City centre, including Queen Street, St Giles, Magdalen Street, George Street and Broad Street' , 'Improved City centre cycling environment' & 'Orbital and radial cycle routes'. The Regulation 123 list is reviewed regularly, and is approved annually as part of the Budget process, and will be reviewed in the light of the wish-list and the responses above at that time.</p> <p>b) Agreed; this is largely how CIL is utilised already.</p> <p>c) Subject to the proviso that the 'neighbourhood portion' of CIL is only available in the non-parished areas of the city (in the parished areas it is transferred to the relevant parish council), and subject to final decisions on the process for allocating these funds to projects supported by the local community, agreed.</p>		
<p>5. That the City Council ensures that its planning policies are consistent with its vision for Oxford to become one of the great cycling cities of Europe, including by:</p> <p>a) Ensuring that cycling routes and provision are considered and included in</p>	<p>Agreed</p>	<p>a) These issues are already covered in a range of policies in the Local Plan, including Core Strategy Policy CS14, Saved Local Plan Policy TR.4 and associated car parking standards, Saved Local Plan Policy TR.5 and the Parking Standards, Transport Assessment and Travel Plans Supplementary</p>		

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<p>all major new developments, prioritising cycling and pedestrian access; b) Reviewing and updating planning policies relating to cycle parking standards for non-residential cycle parking, as part of the next full or partial review of the Local Plan.</p>		<p>Planning Document SPD approved in 2007. (See http://www.oxford.gov.uk/Direct/61407AdoptedParkingStandardsSPD.pdf) b) Agreed</p>		
<p>6. That the Council Leader or Board Member for Planning and Transport writes to the County Council and requests that they do the following in consultation with the City Council: a) Implement the Cycle Super Routes and Cycle Premium Routes as soon as possible; b) Bring together cycling organisations, county highways planners and highway engineers to agree a set of specifications for cycle infrastructure design in Oxford, drawing on findings from the London Cycling Campaign. This should include priority phasing of traffic lights for cyclists; c) Consider how cycle routes can be signed more consistently and what the standard should be. We suggest that destinations and distances, rather than route numbers, should be shown on cycle signage; d) Agree that highway maintenance works should not be signed off until they are safe and suitable for cycling; e) Work with Government and other local authorities to implement the All Party Parliamentary Group recommendation to</p>	<p>Agreed</p>			

achieve a £10 per head of population investment in cycling.				
7. That the City Council nominates a Member Cycling Champion (a Councillor) to lead on work to improve cycling in Oxford at a political level and maximise the City Council's influence.	Agreed			
8. That the City Council brings forward proposals for additional staffing resources to enable the City Council to engage proactively with cycling groups, work smarter with the County Council, and support the member champion (see recommendation 7). We would suggest 1 FTE dedicated to cycling, with a creative solution to funding this post which may involve other organisations. This role should include: a) Supporting the Member Cycling Champion (see recommendation 6) in convening a forum of the different cycling groups and representatives of other stakeholders such as schools to co-ordinate efforts and agree a common position when lobbying for cycling improvement schemes; b) Engaging with the County Council to maximise the City Council's influence as LTP4 is put into practice; c) Influencing the development of a set of specifications for cycle infrastructure design in Oxford (see recommendation 5e); d) Monitoring the County Council's	In part	<p>While on paper there is much to commend the idea of a City Council employed cycling officer, there are considerable practical concerns about proposed scope of the role, and the impact that it would have. The proposed responsibilities range from the organising of meetings to the identifying of ways in which to change motorists' behaviour, with many of the suggested responsibilities essentially overlapping with those already sitting with the County Council's Highways teams – this seems problematic in a single post.</p> <p>The proposal as it stands can of course form part of the annual budgetary discussions, but at a time of extremely constrained budgets and with many critical services facing cuts to their budgets, the Council may find it difficult to justify substantial expenditure on a new post in an area primarily covered by another local authority's statutory responsibilities. However, there may be scope to develop an innovative partnership approach with major employers/organisations that would share costs and responsibilities. For example a collaboration with the Universities and the local NHS Trusts could provide expertise for</p>		

<p>Highway Asset Management Strategy (road repairs) to identify opportunities for cycling provision to be improved during planned maintenance works (we have identified 4 such projects); e) Examining existing evidence on what works for improving cycling take up; f) Promoting active travel to school through Bikeability training and advocacy, particularly at the beginning of every academic year. Excellence in this area should be recognised perhaps through the Lord Mayor/Member Champion going in to schools to give prizes, or inviting winners to attend civic events. g) Identifying ways to change motorists' behaviour.</p>		<p>their internal travel planning, and at the same time input into the planning of the city-wide cycle network that would join-up their sites. I would suggest that this option is explored as one more likely to deliver the objectives of the review panel. It is important to note that staff resource will be required to develop this sort of 'sustainable transport partnership', but once established and supported by other organisations the need for time and financial resource would be less than for a stand-alone officer employed solely by the City Council.</p>		
<p>9. That the City Council promotes positive images of cycling in Council literature, particularly the soon to be signed route to Blackbird Leys pool.</p>	<p>Agreed</p>	<p>The City Council already promotes cycling through maps, leaflets and other publications which highlight cycling's benefits for both individual health and the collective well-being of the city, and will continue to do so.</p>		

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MINUTES OF THE SCRUTINY COMMITTEE

Tuesday 6 October 2015

www.oxford.gov.uk



COUNCILLORS PRESENT: Councillors Simmons (Chair), Hayes (Vice-Chair), Coulter, Darke, Gant, Hollick, Henwood, Lloyd-Shogbesan, Smith, Taylor, Upton and Pressel.

BOARD MEMBERS PRESENT: Councillor Christine Simm and Councillor Dee Sinclair

INVITEES AND OTHER MEMBERS PRESENT: Councillor Jean Fooks and Councillor David Thomas

OFFICERS PRESENT: Andrew Brown (Scrutiny Officer), Catherine Phythian (Committee Services Officer), Richard J Adams (Community Services), Paul Wilding (Benefit Operations Manager), Val Johnson (Policy Team Leader), Ian Brooke (Head of Community Services) and Jeremy Thomas (Head of Law and Governance)

40. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fry (substitute Councillor Pressel).

41. DECLARATIONS OF INTEREST

There were no declarations of interest.

42. FINANCIAL INCLUSION STRATEGY ACTION PLAN UPDATE

The Revenues & Benefits Programme Manager presented the report explaining that the nature of financial inclusion work and the specifics of the action plan were on-going and long term. The FIS action plan was regularly updated to reflect progress and to incorporate new issues such as those resulting from the welfare reform measures and the potential cuts to Children's Centres had been factored in. The Committee requested that the directory of affordable childcare is shared with Councillors.

The Committee questioned whether the action plan should include a stronger emphasis on more joined up partnership working, for example around social prescribing. The Committee heard that this was an area that the City Council was very keen to be more involved in and that Council activities such as supporting people into work had already been delivering savings for the NHS.

The Committee questioned why Contact Centre staff would no longer be receiving training to identify key risk factors and noted with concern that this was due to resourcing constraints. The Committee heard that frontline staff from other service areas and who were more likely to be in contact with people at risk of financial exclusion would receive training instead. This was seen as being a more practical approach.

The Committee noted that some landlords were evicting tenants who had lost their jobs as they did not want to accept claimants of Housing Benefit. The Committee heard that unaffordability was a huge issue in Oxford and that some private sector landlords were charging 3 month's rent as a deposit. The Lord Mayor's deposit scheme was still in place and was being used.

The Committee questioned whether the targeting of people in the private rented sector at risk of fuel poverty was capturing all those at risk, and what enforcement action was being taken against landlords of rented properties with Energy Performance Certificate ratings of F & G (action 20). The Panel heard that this was a new activity for the City Council, which had previously focused on educating landlords supported this new approach. The Committee suggested that any plans to help households find the best energy tariffs (action 14) should be brought forward to enable them to take advantage of higher rates for feed in tariffs where possible.

The Scrutiny Committee RESOLVED that the following recommendations be put to the City Executive Board:

1. That the FIS Action Plan is kept under review so that the Council can be responsive to significant changes in circumstances (e.g. further welfare reforms, reduced children's centre provision);
2. That the directory of affordable childcare is shared with Councillors;
3. That the FIS Action Plan contains a stronger emphasis on more joined up partnership working, for example with the health sector to support social prescribing;
4. That all frontline staff receive training on recognising the indicators of financial exclusion;
5. That the City Council monitors both the accessibility of the private rented sector to people who are out of work and the use of the Lord Mayor's Deposit Scheme; and

6. That the City Council brings forward any plans that would assist households in taking advantage of higher feed in tariff rates.

43. CITY CENTRE PUBLIC SPACES PROTECTION ORDER (PSPO)

The Board Member for Crime, Community Safety and Licensing and the Environmental Protection Manager presented the report on the City Centre Public Spaces Protection Order (PSPO), explaining that the revised order had a stronger focus on specific behavioural issues. They explained that a separate code of conduct for busking was being developed and that the focus of the PSPO was on street entertainment that caused a nuisance or obstruction.

The Chair of the Scrutiny Committee asked that the Committee limit their discussion to the remaining areas of concern, begging and busking, and not re-open the wider debate that had taken place at the City Centre PSPO Panel meeting and previous committee meetings and the Panel's suggested recommendations.

Cllr Gant, Chair of the City Centre PSPO Panel referred the Committee to the notes of the Panel meeting held on 5 October 2015 (previously circulated, now appended) and summarised the main points of the discussion.

The Head of Law and Governance briefed the Committee on the substantive points of his teleconference with Liberty on 6 October 2015. He said that Liberty had welcomed the Council's reconsideration of the PSPO but had specific and overarching residual concerns which they were likely to set out in a letter. If received, this letter would be put before CEB for consideration. In response to comments raised in discussion the Head of Law and Governance assured the Committee that the current draft PSPO was a permissible exercise of discretion and that the CEB report did address the issue of the application of the European Convention on Human Rights. The remaining contentious issues reflected different philosophical approaches to enforcement.

The Committee heard arguments in favour of using Community Protection Notices rather than a PSPO or referring the nuisance behaviour to the police for resolution.

The Committee asked a number of questions, including why the boundaries of the PSPO included university-owned land such as the University Parks and Christchurch Meadow and why Council resources would be used to enforce in these areas. The Environmental Protection Manager was asked to check the content of the Equality Impact Assessment with regard to sexual activity in public toilets.

The Committee noted the following suggestions:

- that Thames Valley Police could be asked to contribute to the training of OCC enforcement officers
- that officers should monitor the situation in another local authority which had included within its PSPO the requirement for dog walkers to carry "poo bags"

The Committee voted on a proposal to exclude section 1a, dealing with the behaviour of aggressive begging, from the PSPO. This proposal was not agreed by a majority of the Committee. The minority who opposed the inclusion of aggressive begging in the PSPO felt that criminalisation of the activity (with the threat of fines that this included) was not the best, or a proportionate, means of tackling the problem.

The Committee voted on a proposal to exclude section 1e from the PSPO for one year pending implementation of the code of conduct for busking and a review of noise nuisance complaints. This proposal was not agreed by a majority of the Committee.

The Scrutiny Committee AGREED that the following comments should be referred to the City Executive Board:

1. That the Scrutiny Committee and PSPO Panel welcomes the changes to the current City Centre PSPO documentation compared to that of June 2015 as being a considerable improvement and notes that groups such as Crisis have welcomed these changes;
2. That the Scrutiny Committee and PSPO Panel supports the inclusion of the behaviours set out in sections 1 b, c, d, f, g and h, in the City Centre PSPO.

The Scrutiny Committee RESOLVED that the following recommendations be put to the City Executive Board:

1. That the design and placing of signage is considered by a cross-party group of members and that every effort is made to remove obsolete signage across the city;
2. That full consideration is given to any further views expressed by Liberty in relation to the revised City Centre PSPO;
3. That the City Executive Board notes that there was no consensus in the Scrutiny Committee or PSPO Scrutiny Panel for the inclusion at this stage of the behaviours set out in sections 1a and 1e of the draft PSPO;
4. That the City Executive Board inserts the word “reasonably” before the word “perceived” in section 1a of the draft PSPO; and
5. That the City Executive Board should clarify and define the meaning of the word “near” in section 1a of the draft PSPO as this would protect and assist officers enforcing the order.

44. PROPOSED LEASE AND MONITORING ARRANGEMENTS FOR COMMUNITY CENTRES

The Board Member for Culture and Communities presented an updated report (previously circulated, now appended). She explained that the revised version of the report would be submitted to CEB on 15 October 2015. She outlined the main changes in the report and said that the revisions reflected recognition by the Board of the significance of the concerns raised by Community Centre Associations regarding the lease proposals.

The Committee questioned the wisdom of presenting the proposals for lease renewal and monitoring arrangements independently of the Community Centre Strategy. The Head of Community Services explained that it had been the original intention to present the two reports in parallel but that in view of the concerns expressed by the Community Centre Associations it was felt that delaying the lease proposal report would be unreasonable. He assured the Committee that, subject to the consultation results, there was nothing in the draft Community Centre Strategy that conflicted with the lease proposals.

The Scrutiny Committee discussion focused on the importance of recognising the work of the volunteer staff in the Community Centre Associations and ensuring that these valuable assets were used for the benefit of all groups in the community.

The Committee requested more clarity about what expectations would be placed on Community Centres, for example the need for centres to be open and accessible to the whole community, and what mechanisms would be in place to ensure that such expectations would be met. The Committee suggested that guidance should be developed in the form of a code of conduct that sets out the expectations on Community Centre Associations and the types of support that Associations can expect from the City Council. This should form part of the lease and monitoring arrangements. The Committee noted that the guidance should not be too prescriptive because the individual organisations were very different.

The Committee considered the conditions around the termination of leases if a Community Centre Association defaulted or wanted to end their lease. The Committee questioned whether independent advice would be made available to Community Centre Associations signing new lease arrangements.

The Scrutiny Committee AGREED that the following comments should be referred to the City Executive Board:

1. That the Scrutiny Committee regretted the late publication of the report but welcomed the revisions presented;
2. That the Scrutiny Committee regretted the tone and language of the report and its reliance on legal arguments which gave no recognition to the important work of the Community Centre Associations and their volunteers. The Scrutiny Committee hoped that CEB would take the opportunity

presented by this report to minute their thanks to volunteers who put time and effort into managing our community centres.

The Scrutiny Committee RESOLVED that the following recommendations be put to the City Executive Board:

1. That the City Executive Board considers deferring the decision on this report and taking it alongside the Community Centre Strategy decision, which is expected in November;
2. That the City Council should develop a “code of conduct” that sets out the expectations on Community Centre Associations and the types of support Associations can expect from the City Council. This code of conduct should be linked to the lease and monitoring arrangements for community centres;
3. That the report should provide more detail on the standard forfeiture (termination) provisions on tenant default or insolvency;
4. That City Executive Board should make arrangements for independent legal advice to be available to Community Centre Associations

45. DRAFT CEB RESPONSE TO THE RECOMMENDATIONS OF THE INEQUALITY PANEL

The Chair of the Inequality Panel welcomed the positive response to the majority of the Panel’s recommendations, noting that of the 29 draft responses to recommendations or sub-recommendations, 17 were agreed, 3 were agreed in part and 6 were not agreed. Comments had been received for the remaining 3 recommendations (14a, 18a and 18b) but it had not been clearly stated whether these were agreed or not agreed by CEB.

The Committee noted that the Cross Party Working Group had reviewed the draft responses. The Committee restated their support for all the recommendations and made the following comments on the draft CEB responses to specific recommendations:

- **Rec 3** – A robust metric or series of objective measurements was necessary to ensure that proactive policies could be developed, better focused and more effectively scrutinised;
- **Rec 10d** – Working with OCCG to simplify access to services would be mutually beneficial. In testing social prescribing, GPs were utilising an on-line tool to identify agencies to which patients could be referred to resolve the need, pressure and worry that caused illness; aspects of which include health, physical activity, housing and social care. Scrutiny would prefer that residents could access such a tool before becoming ill and requiring medical intervention;
- **Rec 13** – Approval had recently been given for a £10m bid to government to reduce food waste. If successful, this recommendation for greater collaboration and strategic leadership to address food poverty could

potentially be achieved. There was a need for food poverty initiatives to be effective in all parts of the city with pressing need.

- **Rec 14a** – Asylum Welcome had precarious funding. Without committing to increase the value of the support given, a commitment to provide support for three, rather than one year, would provide reassurance to this charity at a time when the need for the charity's services was clearly increasing;
- **Rec 16a** – Although OCVA was charged with providing a directory, current practice illustrated that charities were unable to work with efficiency. For example, inappropriate applications were received by some charities that could have succeeded if made to the appropriate charity. A simple task of highlighting the aims, objectives and qualifying criteria for each charitable fund would save time and effort for the applicant, charity and sector advice agencies, with the outcome that appropriate aid would be provided timeously for those in need;
- **Rec 17a** – The County Council grants were focused quite differently to the recommendation made by Scrutiny;
- **Rec 17b** – This suggestion had no additional cost. Measures were required to identify families with children with underlying qualification for the pupil premium (a measure currently practiced by other district authorities);
- **Rec 19** – Poor and bad employment practices did exist in Oxford and could be illustrated by those establishments that assumed tips and reduced the wages of staff solely based on the assumption that tips were received. Such malpractices needed to be addressed and the City Council had a role in upholding and promoting best practice;
- **Rec 20** – When providing his evidence, Professor Dorling underlined that the most effective way to address current levels of inequality in Oxford was to actively promote a proper Living Wage appropriate to Oxford's very high living costs.

46. BRIEFING PAPER ON THE PERFORMANCE SUMMARY - JUNE 2015

The Scrutiny Committee NOTED the supplementary information relating to the 2015/16 Q1 performance data.

47. WORK PROGRAMME AND FORWARD PLAN

The Scrutiny Officer presented the work programme report and asked the Committee to consider the following matters:

- to determine the scope of the taxi licensing report scheduled for the November meeting
- to confirm the membership of the Diversity Review Panel
- to identify any additional items from the Forward Plan for pre-decision scrutiny at the November meeting

The Committee noted that officers had been asked to include the following matters in the taxi licensing report:

- background information on the types and number of licenses issued

- to what extent can the Council set its own policies for taxi licensing
- the main issues and challenges that the licensing team and taxi drivers encounter.

The Committee reviewed the Forward Plan and concluded that there were no additional items to add to the agenda for the November meeting.

The Committee resolved to AGREE:

1. That the taxi licensing report should cover the following matters in addition to those already agreed: safeguarding and unlicensed taxi activity in the city.
2. That the membership of the “Diversity” Review Group would be: Cllr Hayes (Chair), Cllr Altaf-Khan, Cllr Taylor, Cllr Thomas.

48. REPORT BACK ON RECOMMENDATIONS

The Committee NOTED the report.

49. UPDATES SINCE THE LAST MEETING

The Committee NOTED the dates of the October Standing Panel meetings.

50. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 7 September 2015 as a true and accurate record but noted the following amendment:

Minute item 27: Leisure & Wellbeing Strategy 2015 – 20

At the end of the sixth paragraph beginning “The Head of Community Services said that one consistent...” insert the following sentence:

“It was suggested that Fusion Lifestyle should be encouraged to develop its own app to enable leisure bookings”.

51. DATES OF FUTURE MEETINGS

The Committee NOTED that further meetings were scheduled on the following dates:

- 2 November 2015
- 9 December 2015
- 12 January 2016
- 2 February 2016

7 March 2016
5 April 2016

All meetings being at 6.15 pm.

**52. CONFIDENTIAL APPENDIX - PROPOSED LEASE AND MONITORING
ARRANGEMENTS FOR COMMUNITY CENTRES**

The Committee NOTED the contents of the confidential appendix.

The meeting started at 6.15 pm and ended at 8.30 pm

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