

# Agenda

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## Scrutiny Committee

Date: **Monday 7 March 2016**

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Time: **6.15 pm**

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

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For any further information please contact:

**Catherine Phythian, Committee Services Officer**

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# Scrutiny Committee

## Membership

<b>Chair</b>	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 Jennifer Pegg
	Councillor Dee Sinclair
	Councillor Susan Brown

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 UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT**

9 - 14

Contact Officer: Paul Wilding, Revenues & Benefits Programme Manager,  
Tel 01865 252461, [pwilding@oxford.gov.uk](mailto:pwilding@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 recommendations set out in the report at its meeting on 17 March 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The Executive Board Member, Customer and Corporate Services and the Revenues & Benefits Programme Manager will attend to answer the Committee's questions.

**4 WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL & INVESTMENT FUND**

15 - 62

Contact Officer: Paul Wilding, Revenues & Benefits Programme Manager,  
Tel 01865 252461, [pwilding@oxford.gov.uk](mailto:pwilding@oxford.gov.uk)

Background Information
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Who has been invited to comment?
The Executive Board Member, Customer and Corporate Services and the Revenues & Benefits Programme Manager will attend to answer the Committee's questions.

**5 WATERWAYS PUBLIC SPACE PROTECTION ORDER: PRE-CONSULTATION**

63 - 102

Contact Officer: Richard Adams, Community Safety Service Manager,

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 recommendations set out in the report at its meeting on 17 March 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the City Executive Board.
Who has been invited to comment?
The Executive Board Member, Crime, Community Safety and Licensing and the Community Response Team Supervisor will attend to answer the Committee's questions.

## 6 PERFORMANCE REPORT - Q3 2015/16

103 - 106

Contact Officer: Andrew Brown, Scrutiny Officer  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

Background Information
This report contains outcomes at the end of December 2015 (2015/16 quarter 3) for a set of corporate performance indicators previously chosen by the Committee.
Why is it on the agenda?
The Scrutiny Committee has a role in monitoring Council performance against targets.
The Committee is asked to note this report and may wish to ask questions or request further information.
Who has been invited to comment?
No officers have been invited specifically for this item but the Scrutiny Officer will follow up on any requests after the meeting, if required.

## 7 WORK PROGRAMME AND FORWARD PLAN

107 - 134

Contact Officer: Andrew Brown, Scrutiny Officer  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto: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 <a href="#">Forward Plan</a> (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
The Scrutiny Committee is asked to review its work programme for the 2015/16 council year.
This is an opportunity for the chairs of the standing panels and

review groups to provide an update since the last meeting.

The Committee is also asked to select which Forward Plan items they wish to pre-scrutinise based on the following criteria:

- 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?

A maximum of three items for pre-scrutiny will normally apply.

Who has been invited to comment?

Andrew Brown, Scrutiny Officer will present the work programme, answer questions and support the Committee in its decision making.

## 8 MEMBERSHIP OF HOUSING STANDING PANEL

Cllr Hollick has resigned his place on the Scrutiny Housing Panel; it is for this Committee to decide if he should be replaced and by whom. This is currently a 6 member panel.

For this municipal year there are 2 meetings remaining:

- Wednesday 9 March, 5pm
- Monday 11 April, 5pm

All scrutiny panels exist for one year only so in June the newly nominated Scrutiny Committee will decide if it wishes to reappoint to this Panel.

The operating principles agreed by the Committee in June 2015 state:

- **6 Member Panel - 1 from each party plus another administration member and another opposition member. Committee agrees the 6<sup>th</sup> member. If a party does not wish to take a place the Committee agrees the allocation of that place.**

The membership of the Scrutiny Housing Panel after this resignation is 3 Labour, 1 Lib Dem, 1 Green and one vacancy. Following the operating principles the vacancy is therefore available to an opposition member, in the first instance.

Two nominations have been received:

- Councillor Thomas
- Councillor Gotch

The Chair will call for additional nominations at the committee, these must be non- executive councillors but don't have to be members of the Scrutiny Committee

The Scrutiny committee is recommended to:

1. Decide if it wishes to make an appointment to this panel now.
2. Assuming agreement at 1 decide the new member by majority vote from the nominations

## 9 REPORT BACK ON RECOMMENDATIONS

135 - 148

Contact Officer: Andrew Brown, Scrutiny Officer,  
Tel 01865 252230, [abrown2@oxford.gov.uk](mailto:abrown2@oxford.gov.uk)

Background Information
The Committee makes a number of recommendations to officers and decision makers, who are obliged to respond in writing.
Why is it on the agenda?
<p>This item allows Committee to see the results of recommendations since the last meeting.</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"><li>• Corporate Plan 2016-2020;</li><li>• Private Sector Housing Policy;</li><li>• Budget Review 2016/17;</li><li>• Capital Strategy 2016/17;</li><li>• Treasury Management Strategy, Annual Report and Performance 2016/17;</li><li>• Energy and Water Supply Contract Procurement Approach 2016-20.</li></ul>
Who has been invited to comment?
Andrew Brown, Scrutiny Officer will present the report.

## 10 MINUTES

149 - 154

Minutes from 2 February 2016.

**Recommendation:** That the minutes of the meeting held on 2 February 2016 be APPROVED as a true and accurate record.

## 11 DATES OF FUTURE MEETINGS

Meetings are scheduled as followed:

### Scrutiny Committee

7 March 2016

5 April 2016

All meetings start at 6.15 pm.

### Standing Panels

Housing Standing Panel – 9 March 2016, 5pm

Finance Standing Panel – 7 April 2016, 5.30pm

## **DECLARING INTERESTS**

### **General duty**

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

### **What is a disclosable pecuniary interest?**

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

### **Declaring an interest**

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

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

### **Members' Code of Conduct and public perception**

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

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

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**To:** City Executive Board  
**Date:** 17 March 2016  
**Report of:** Executive Director of Organisational Development & Corporate Services  
**Title of Report:** Universal Credit Delivery Partnership Agreement

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To authorise the Executive Director Organisational Development and Corporate Services to approve the Delivery Partnership Agreement with the Department of Work and Pensions for the provision of services required for 2016 and in subsequent years as a consequence of the roll out of Universal Credit.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Susan Brown, Board Member for Customer & Corporate Services
<b>Corporate Priority:</b>	None
<b>Policy Framework:</b>	Corporate Plan Priority Vibrant and Sustainable Communities
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1. Authorise the Executive Director for Organisational Development and Corporate Services to enter into arrangements with the Department of Work and Pensions for the provision of services for the delivery of Universal Credit in 2016 and in subsequent years, provided that (s)he is satisfied that the full terms of the agreement are acceptable and properly reflect the principles set out in the report.	
<b>Appendices</b>	
Appendix 1	Risk Register

## Introduction

1. On 16 February 2015, the national rollout of Universal Credit began. Universal Credit is a new benefit which amalgamates Jobseekers Allowance, Income Support, Employment & Support Allowance, Working Tax Credits, Child Tax Credits and Housing Benefit. The Government's aim in rolling out Universal Credit is to simplify the benefits system and improve work incentives.
2. The Department of Work & Pensions (DWP) have committed to working with local authorities until 2020 to deliver Universal Credit. DWP will be administering Universal Credit from its regional service centres and supporting claimants to get into work through the Jobcentre Plus (JCP) network. Local authorities (LAs) have been asked to help support more vulnerable claimants with their claims, although this is not a statutory duty.
3. Where local authorities choose to provide support, DWP requires local JCP offices and LAs to enter into local Delivery Partnership Agreements (DPAs). These set out the respective roles of the organisations in delivering Universal Credit and provide for payments to be made to LA's in respect of the activities they carry out to support the DPA. On 2 April 2015, the City Executive Board authorised the Executive Director for ODCS to enter into an agreement with the DWP for 2015/16. This report is seeking delegated authority for the Executive Director for ODCS to enter into new agreement(s) for 2016/17 and subsequent years.

### **Rollout**

4. Universal Credit was first announced in November 2010, and was intended to be rolled out nationally from October 2013. Difficulties in delivering an IT system which links Her Majesty's Revenue and Customs earnings information with a new DWP infrastructure has led to a much slower rollout than originally planned.
5. Universal Credit was introduced in Oxford on 20 April 2015 for single claimants without children. The trigger for applying for Universal Credit is the need to make a claim for Jobseekers Allowance, i.e. where someone loses their job, or leaves the education system. As such most applicants for Universal Credit are under the age of 25.
6. From May 2016, Universal Credit will be extended to all household and claim types. The roll out will be on a phased basis and extended to 5 Jobcentre areas per month until the end of the year, from which point it will be extended to 50 Jobcentres per month. We don't yet know when Universal Credit will be extended in Oxford. DWP have stated that LAs will be notified six months in advance of the extension.
7. According to the DWP's statistical release on 20 January 2016, there were 397 Universal Credit claimants in Oxford. Of these 179 have housing costs and 38 of these are Council tenants

### **Provision of Services**

8. Schedule 1 of the current Delivery Partnership Agreement (DPA) outlines the responsibilities of the City Council. DWP are not yet able to release the template for the 16/17 agreement, but have stated that there will be little change. This is the reason for requesting delegation to agree the new DPA. The main responsibilities for the Council are currently as follows:
  - Providing support to the Universal Credit Service Centre on housing cost issues
  - Supporting customers to make claims online
  - Providing personal budgeting support to customers identified as having a need for it
  - Manually processing claims for Council Tax Reduction (until DWP have developed the facility to transmit this information electronically) by providing Universal Credit income information in a manual format until October 2015
  - Supporting social landlords to prepare for Universal Credit
  - Providing Management Information to DWP
  - Supporting DWP with the evaluation of the first phase of national rollout
9. The Council has fulfilled all its obligations under the 2015/16 DPA, and as such has received the payments for this work agreed with DWP at the start of the year.
10. The Council's Welfare Reform Team is responsible for providing personal budgeting support and helping people make their claim online. However, only four referrals for personal budgeting support have been received from Jobcentre Plus (JCP) since Universal Credit was introduced in Oxford on 20 April 2015. This is a concern as a high proportion of people moving onto Universal Credit are accruing rent arrears. Partnership work is being undertaken with JCP to increase the number of referrals.
11. The Council is well prepared to support customers migrating to Universal Credit following its involvement in two Universal Credit pilots. Learning from this work has informed the development of the services which are required under the Delivery Partnership Agreement.
12. A project team was assembled to manage the implementation of Universal Credit prior to rollout in Oxford. This has ensured that teams dealing with Universal Credit customers have developed new processes, staff are adequately trained, and that communication of this work has been managed both internally and externally. Work on the migration to Universal Credit is overseen by an Officer Board.

### **Financial implications**

13. The Council will receive payments for undertaking the activity outlined in the Delivery Partnership Agreement. The amount for 2016/17 is subject to negotiation with DWP during February and March.
14. For 2015/16 the Council will receive £50,426 from the DWP for providing support for Universal Credit. This figure was based on work volumes provided by DWP, and included set up costs of £12,000.

15. The ongoing costs to provide support for Universal Credit are £30,500 per annum. Of these £5,500 are already budgeted for, and relate to work carried out by the Welfare Reform Team (as one of the objectives of setting up this team was to support customers transitioning to Universal Credit). The remaining £25,000 relates to additional work created for the Benefits and Rents Teams. The income from the DWP is available to backfill staff in these teams carrying out Universal Credit work.

#### **Legal issues**

16. As stated above, the provision of the services under the DPA do not constitute a statutory obligation on the City Council.

#### **Level of risk**

17. An evaluation of the risks associated with the implementation of Universal Credit has been carried out. A detailed Risk Register is attached at Appendix 1.

#### **Equalities impact**

18. An equalities impact is not required as the Council has no control over the demographic make-up of customers who will migrate to Universal Credit.

<b>Report author</b>	Paul Wilding
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Service area or department	Welfare Reform Team
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**Background Papers:** None

Nos.	Raised by	Date Raised	Probability	Impact	Gross Risk Score	Proximity	Description	Mitigation	Owner	Target Date	Revised Probability	Revised Impact	Residual Risk Score	Status	Date last rev'd by board	Comments
001	Paul Wilding	20/01/2015	3	4	12	Imminent	Insufficient communication between Council and JCP, resulting in poor communication of project to partners and customers	Diarise regular meetings throughout project timeline, and agree escalation routes for communication issues	Paul Wilding	13.2.15	1	4	4	Mitigation agreed		
002	Dave Lansley	20/01/2015	4	3	12	Short Term	Lack of escalation routes for support organisations to DWP required to raise queries on claims, resulting in excessive administration by escalating vis MP's etc.	Establish contacts at JCP and DWP that can be accessed, and provide list of contacts to relevant parties	Dave Lansley	20.4.15	3	3	9	Closed		There are no additional escalation routes available to such organisations so they will have to call the customer line with the customer present.
003	Mark Chandler	20/01/2015	4	4	16	Short Term	Customers receive incorrect advice on UC due to lack of ICT resource for making necessary changes to Lagan scripts, which would make it difficult for the contact centre to field UC enquiries	Flag up resource requirement to ICT as early, and plan the scripting work around resource availability	Mark Chandler	13.2.15	2	3	6	Closed		
004	Mark Chandler	20/01/2015	4	4	16	Short Term	Customers receive incorrect advice about UC due to training not being delivered as a result of the limited time people can be taken off the phones, esp due to end of year, and other training needs	Establish training needs and build training package at the earliest opportunity. Identify who requires the training and schedule this in.	Mark Chandler	27.2.15	1	3	3	Closed		
005	Paul Wilding	21/01/2015	3	4	12	Short Term	Customers fail to receive a consistent message about UC due to support organisations and Housing providers being excluded from implementation plans	Ensure the UC Communications Plan includes actions to engage all partners in the city	Helen Thompson	27.3.15	2	3	6	Closed		
006	James Pickering	21/01/2015	3	3	9	Short Term	Overpayments are raised for customers as a result of receiving both UC and HB payments for their Housing costs	Establish a process for avoiding duplicate payments including the Council, JCP and DWP processing centres, and ensure notifications about new UC claims are dealt with promptly	Michele Baldrick	29.1.16	2	3	6	Open		
007	James Pickering	21/01/2015	3	4	12	Short Term	Customers fall into rent arrears as they are not able to access personal budgeting support before they receive their first UC payment	Establish a process for referring customers for support, plan likely volumes and ensure there is sufficient resource to meet the need	Dave Lansley	29.1.16	3	4	12	Open		Few referrals for support and delays in UC payment have led to an increase in this risk
008	James Pickering	21/01/2015	4	3	12	Short Term	Customers risk eviction as UC cases with Housing costs are not notified to OCC	Arrange for all UC cases with Housing costs to be referred by JCP	Dave Lansley	11.4.15	4	3	12	Closed		We will have to accept this as cases will not be referred.

009	James Pickering	21/01/2015	4	3	12	Short Term	Customers accrue Council Tax arrears as they are not advised to claim CTR separately	Ensure the UC application process makes it clear to applicants that they need to apply for CTR. Ensure this is a key message to customers and partners	Nick Gibb	29.1.16			9	Open		
010	Paul Fleming	22/01/2015	3	3	9	Short Term	Lack of access to shared GCSX mailbox prevents team processing request from DWP	Work with service and County to get GCSX mail account setup early	Paul Fleming	30/01/2015		3	2	2	4	Closed
011	David Rundle	23/01/2015	3	4	12	Long term	People unable to make claim for UC as they are not willing to enter personal data at public access points	Find out from other live sites whether this was a problem, and find out how it was addressed	Dave Lansley	20.4.15			2	3	6	Open

Work with partners, esp JCP has helped reduce this risk

**To:** City Executive Board  
**Date:** 17 March 2016  
**Report of:** Executive Director Organisational Development & Corporate Services  
**Title of Report:** Proposal to work with young people not in employment, education or training (NEET'S) – application to European Structural & Investment Fund

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To request approval to deliver a project supporting young people into employment, education or training subject to securing funding from the European Structural & Investment Fund.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Susan Brown, Board Member for Customer and Corporate Services
<b>Corporate Priority:</b>	A Vibrant, Sustainable Economy, Strong and Active Communities
<b>Policy Framework:</b>	None.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1.	To grant project approval to allow the Oxford City Council to deliver support for young people into employment, education or training, subject to securing the necessary funding from the European Structural and Investment Fund, as outlined in the report.

<b>Appendices</b>	
Appendix 1	List of Partners
Appendix 2	Risk Register
Appendix 3	Initial Equality Impact Assessment
Appendix 4	Stage 1 Application

## **Introduction and background**

1. The Oxfordshire Local Enterprise Partnership (LEP) is responsible for championing and developing the Oxfordshire economy. It seeks to achieve its aims by channelling a range of funding streams into local programmes. These include the Regional Growth Fund, the Local Growth Fund, the City Deal and European Structural and Investment Funds (ESiF).
2. One of the two main ESiF programmes is the Labour Market and Community Development Programme which aims to deliver a series of measures across the County to help local people enter and thrive in the local labour market, and support local communities in tackling some of their economic, environmental and social challenges. It is split into three strands as follows; Young People not in employment, education or training (NEETS), Unemployment and meeting lower level skills gaps, and Furthest from the Labour Market.
3. In October 2015, the Oxfordshire LEP in partnership with the Big Lottery's Building Better Opportunities programme released details of a tender opportunity which targets provision for NEETs. The funding call requested specialist provision across all of Oxfordshire but with a particular focus on priority areas in Oxford and Banbury.
4. The funding available is £734,100 over three years, with half provided through the LEP, and half as match funding from Big Lottery.
5. The project requires 193 participants to be supported, with 14% of participants (27 people) to be moved into work, and 17% to move into training or education (33). At least 27% of people who were economically inactive when joining the project must move into employment with training or job-search by the end of the project.
6. The value of the project requires approval from the City Executive Board (CEB) to go forward.

## **Project Outline**

7. The Council in partnership with Aspire Oxfordshire Community Partnership Ltd have developed a proposal to bid for this funding, with the Council acting as lead partner. Bidding for this funding supports the following key objectives in the Council's Financial Inclusion Strategy:
  - Residents will be engaged by partners to support them to learn the skills they need to obtain work
  - Residents will receive training for the type of work which is available locally, so they are best placed to obtain employment
  - Residents will be supported to overcome barriers to work
8. Having recently delivered an employment support project financed by the European Social Fund, the Council has the necessary experience to manage this opportunity. In terms of project delivery, the Council's role will be to provide governance support; expertise in audit, performance management, monitoring and evaluation.
9. Oxford City Council will not be responsible for the delivery of frontline services but will be the lead partner, thereby enabling a number of local charities and social enterprises to access ESiF funding, which would not be possible otherwise. The

Council will also benefit from being able to access the services provided, ensuring they are targeted at priority areas.

10. The bid has been developed in partnership with Aspire, who will lead the operational delivery of the service. They will be responsible for ensuring partners have a shared identity and adhere to a Code of Best Practice, utilise a shared network of employers and partner agencies, common referral forms and processes, a dedicated participant database and shared communication channels and social media platform
11. To achieve the outcomes of the funding call, the Council's bid envisages employment support being offered through a partnership of community-based employment practitioner professionals, employed by a range of local organisations with a countywide reach. It will also support employers to meet the recruitment challenges they are currently facing, due to a shortage of available, skilled people. A list of partners is provided in Appendix 1 with a brief summary of what they will contribute to the project. The majority are based in the priority areas of Oxford and Banbury as it is anticipated the majority of referrals into the project will be from these areas. The Council's proposal assumes working with 220 participants.
12. The delivery model for this work complements both the approach of the Council's Welfare Reform Team and Youth Ambition Programme. A brief summary of project activity is detailed below:
  - A range of group/social activities including sports, outings, film, video and photography and a mobile outreach service in rural areas, to engage NEETs and to help build their initial self-confidence & engage with peers
  - Intensive, long term activities to build young people's self-esteem, aspirations, basic employability skills and work experience, including a diverse range of supported training, volunteering and work experience placements available in the project partnerships' own professional social enterprises ranging from retail, creative industry e.g. film, catering, sport, hospitality, warehousing, property & grounds maintenance and construction
  - Regular, 1-2-1 mentoring and coaching by experienced support workers to understand the young person's individual circumstances and help overcome entrenched barriers to employment and social inclusion
  - Building on strong relationships with local employers to offer real, diverse work experience and tasters, work trials and employment opportunities. Including offering in-work coaching support to both employer & employee for up to 6 months to sustain the transition into employment/education/training
13. In addition to these activities, the project will also provide:
  - Presentations at business networking events, support to participants to attend Jobs Fairs, 'Matchmaking' events to bring work-ready participants and supportive local businesses together, as well as provide support and mentoring to project participants to develop their own enterprise initiatives

- Individual funding will include childcare, subsistence & transport to ensure these young people can engage and sustain their project participation
  - The project will fund regular young persons, family, community & stakeholder engagement and involvement activities. Monitoring & evaluation activities will be funded to reflect regularly on project outcomes and performance
14. Partners for the project were selected following consultation with organisations already providing support to NEETs. Detailed feedback was sought on the initial bid proposals together with a request for what individual organisations felt they could contribute.
  15. There is a two stage bid process to access this funding. The outcome of stage one will be known in March 2016 with shortlisted applicants invited to proceed to stage two. At this point a detailed submission will be required explaining how participants will be supported including statements describing key processes, governance arrangements, and management of the audit requirements. The successful bid will be announced in June 2016 with the project commencing in July 2016.
  16. To support the development of the bid, an application can be made to Big Lottery's Performance Development Fund. The Council has requested £8,700 from this fund to support the development of engagement programmes, promotion of the project prior to commencement of delivery and focus groups to facilitate co-design of the detailed work programmes.

### **Financial Issues**

17. There are no financial costs to the Council in delivering this project. Part of the funding will be used to cover the cost of an officer at Grade 7, to carry out the duties assigned to the Council in this project. This funding is not shown in the Council's budget as the outcome of the application is still pending.
18. As the lead partner the Council will be responsible for the entire project funding, and for ensuring the project is delivered in accordance with European regulations. There is a risk to the Council in taking on this role. Funding can be withheld or clawed back if the correct procedures have not been followed and if evidence is not available for items of expenditure.
19. A failure to deliver on outcomes is not penalised in the same way, providing we are able to clearly explain the reason for under performance. Experience gained in the last year in delivering an ESiF funded project will mitigate this risk. The audit requirements were met in full with no financial penalties being incurred. The risk register at Appendix 2 provides further details of the mitigating actions which will be put in place.

### **Legal Issues**

20. Advice was provided by the Council's legal department to ensure that the project does not contravene State Aid regulations. Further advice will be required from Law & Governance in establishing the governance of the project, including the

establishment of service level agreements between the Council and the partners who will receive funding.

**Level of Risk**

21. A risk register is included at Appendix 2

**Equalities Impact**

22. An initial equality impact assessment is included at Appendix 3

<b>Report author</b>	Paul Wilding
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Service area or department	Welfare Reform Team
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<b>Background Papers: None</b>

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## Appendix 1 – ESiF NEET List of Partners

The table below contains all partners who will receive funding through the Council's proposal.

Aspire Oxfordshire Community Enterprise Ltd	A contracted employment, training and education provider in Oxford's homeless pathway and the county's drug/alcohol treatment and probation service. Provider of community job clubs for last 2.5 years in Oxford city.
South Oxfordshire Food & Education Alliance (SOFEA)	Worked with local schools and young people NEET to provide training and work experience programmes including through their warehouse enterprise and strong links to local business community, for 2+ years.
Banbury Young Homeless Project (BYHP)	BYHP has been supporting young unemployed people aged 16-25 (many vulnerable to homelessness) to improve their work and life skills with the help of the local business community, thus improving their futures.
Base 33	Provides intensive support to young people aged 13-24 experiencing challenges due to e.g. homelessness, drug & alcohol misuse. Includes a team of specialist youth workers experienced in engaging vulnerable young people.
Trax	Offers accredited training, basic skills and work experience programmes to young people aged 13-19 including in mechanics, catering and push bike maintenance. Provides 1-2-1 tailored support and onsite youth counselling.
Synolos	A multi-trade/subject workshop & training centre offering accredited training in practical subjects, basic skills, tasters & enterprise programmes to young people aged 13-24 e.g. furniture making, creative/printing services.
Yellow Submarine	The leading provider of engagement, employment and training services to young people with disabilities in Oxfordshire. Operator of two social enterprise cafes and an NVQ accredited training provider.
Oxford United Community Trust	Set up and run the Oxfordshire business networking group 'United in Business'. Run regular networking events for hundreds of Oxfordshire businesses and has run youth and community programmes in East Oxford for many years.
ACE Training	A specialist construction training centre providing apprenticeship and pre-apprenticeship training in brickwork, bench joinery, groundworks and carpentry in a hands-on workshop based learning environment.
Oxfordshire County Council Early Intervention Service (EIS)	Includes Early Intervention Hubs, Specialist NEET Services and Youth, Engagement and Opportunities Team, funded by the local authority.

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Appendix 2 ESIF NEET

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
Project Monitoring	Imposition of financial penalties in the event of inadequate project monitoring	Threat	Lack of monitoring results in project expenditure not being properly recorded and/or expenditure incurred on items ineligible for ESIF funding.	Improperly recorded, or ineligible items of expenditure not reimbursed by the programme, which the Council could be liable for.	26/1/16	Paul Wilding	4	4	3	1	3	1		Bid includes funding for a FT council resource to monitor expenditure and ensure all other audit requirements are met.	Ongoing		0	Paul Wilding
Reputation of Council	Reputational damage to Council	Threat	Outcomes set out in the funding call are not met.	As lead organistaion the Council would appear responsible for objectives not ebing met, even though it is not directly delivering services.	26/1/16	Paul Wilding	3	4	2	2	2	2		Partners have been chosen who have a good track record in delivering similar services. Governance arrangements will ensure that poor performance is quickly identified and remedied.	Ongoing		50	Paul Wilding
Employment opportunities for young people with complex barriers to work	Lack of employment opportunities for young people with complex needs may make it difficult to achieve project outcomes	Threat	Many of the target participants in the project are young people facing barriers due to health or behavioural issues. National statistics show	Fewer employment outcomes are achieved and project objectives are not met.	26/1/16	Paul Wilding	3	4	2	3	2	3		Partners have been selected for this project on the basis of successful work they have carried out with young people to help them stay in education or help	Ongoing		0	Paul Wilding

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### Initial Equalities Impact Assessment screening form

*Prior to making the decision, the Council's decision makers considered the following: guide to decision making under the Equality Act 2010:*

*The Council is a public authority. All public authorities when exercising public functions are caught by the Equality Act 2010 which became law in December 2011. In making any decisions and proposals, the Council - specifically members and officers - are required to have **due regard** to the 9 protected characteristics defined under the Act. These protected characteristics are: **age, disability, race, gender reassignment, pregnancy and maternity, religion or belief, sex, sexual orientation and marriage & civil partnership***

*The decision maker(s) must specifically consider those protected by the above characteristics:*

- (a) To seek to ensure equality of treatment towards service users and employees;*
- (b) To identify the potential impact of the proposal or decision upon them.*

*The Council will also ask that officers specifically consider whether:*

- (A) The policy, strategy or spending decisions could have an impact on safeguarding and / or the welfare of children and vulnerable adults*
- (B) The proposed policy / service is likely to have any significant impact on mental wellbeing / community resilience (staff or residents)*

*If the Council fails to give 'due regard', the Council is likely to face a Court challenge. This will either be through a judicial review of its decision making, the decision may be quashed and/or returned for it to have to be made again, which can be costly and time-consuming diversion for the Council. When considering 'due regard', decision makers must consider the following principles:*

- 1. **The decision maker is responsible for identifying whether there is an issue and discharging it.** The threshold for one of the duties to be triggered is low and will be triggered where there is any issue which needs at least to be addressed.*
- 2. **The duties arise before the decision or proposal is made, and not after and are ongoing.** They require **advance** consideration by the policy decision maker with conscientiousness, rigour and an open mind. The duty is similar to an open consultation process.*
- 3. The decision maker must be **aware of the needs of the duty.***
- 4. The **impact of the proposal or decision must be properly understood first.** The amount of regard due will depend on the individual circumstances of each case. The greater the potential impact, the greater the regard.*
- 5. **Get your facts straight first!** There will be no due regard at all if the decision maker or those advising it make a fundamental error of fact (e.g. because of failing to properly inform yourself about the impact of a particular decision).*
- 6. What does 'due regard' entail?
  - a. **Collection and consideration of data and information;***
  - b. **Ensuring data is sufficient to assess the decision/any potential discrimination/ensure equality of opportunity;***
  - c. **Proper appreciation of the extent, nature and duration of the proposal or decision.****

7. **Responsibility** for discharging can't be delegated or sub-contracted (although an equality impact assessment ("EIA") can be undertaken by officers, decision makers must be sufficiently aware of the outcome).
  8. **Document the process** of having due regard! Keep records and make it transparent! If in any doubt carry out an equality impact assessment ("EIA"), to test whether a policy will impact differentially or not. Evidentially an EIA will be the best way of defending a legal challenge. See hyperlink for the questions you should consider <http://occweb/files/seealsodocs/93561/Equalities%20-%20Initial%20Equality%20Impact%20Assessment%20screening%20template.doc>
1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

The project will aim to support young people who are not in education, employment or training. With a buoyant job market in Oxford, the target group tend to be those young people with more complex needs. This will include people with disabilities (physical and mental), people who are homeless (or recently homeless) and/or have dependency issues. By providing services to people who are traditionally excluded from mainstream provision, the project will help to reduce inequalities in employment support provision for young people in Oxford.

However as the project can only support 220 participants, the project may have to turn down some people who come to it for help. In such an event people will be referred to help form alternative provision in the City. In addition all potential participants may benefit from the awareness raising campaign that will be undertaken, promoting the benefits of employing a more diverse workforce.

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

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

The project will lead to the establishment of a new employment service in Oxfordshire, promoting the benefits of employing young people who often struggle to access work.  
An overview of the actions to be undertaken is provided in the main body of the report.

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

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

The project proposal has been developed in consultation with a range of providers in the city, including the ones listed in Appendix One. If the proposal is successful in getting through Stage One, a second more detailed application will be developed in collaboration with the partner organisations. At this stage, insight will also be obtained from potential participants in the project.

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

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

The only adverse impact is in relation to the limited numbers that the project will be able to deal with. However anyone contacting people employed in the project, will at least be given some initial advice, and referred to an alternative provider for support.

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

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

The requirements of European funding require data to be collected on all project participants, so there will be a detailed record of the range of people supported. A full time resource will be dedicated to the monitoring of the project.

Lead officer responsible for signing off the EqIA:

Role: Revenues & Benefits Programme Manager

Date: 26 January 2016

Note, please consider & include the following areas:

- Summary of the impacts of any individual policies
- Specific impact tests (e.g. statutory equality duties, social, regeneration and sustainability)
- Consultation
- Post implementation review plan (consider the basis for the review, objectives and how these will be measured, impacts and outcomes including the “unknown”)
- Potential data sources (attach hyperlinks including Government impact assessments or Oxfordshire data observatory information where relevant)



# Building Better Opportunities

Stage one application form (October 2015)

Publication code: BBO1D(2)

Further copies available from:

- ✓ Email [general.enquiries@biglotteryfund.org.uk](mailto:general.enquiries@biglotteryfund.org.uk)
- ✓ Phone 0845 4 10 20 30
- ✓ Text Relay 18001 plus 0845 4 10 20 30 (this is for those with a hearing or speech impairment)
- ✓ Our website [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)

#### Accessibility

Please contact us to discuss any particular communication needs you have.

#### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

#### We care about the environment

The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources.

#### Our mission

Helping communities and people most in need.

#### Our values

We have identified three values that underpin our work: being supportive and helpful, making best use of Lottery money and using knowledge and evidence. You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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\*These page numbers will be incorrect once you start completing the form.

## Part one: Important information to check

### How to make sure this application form works correctly

- ✓ You must register on our website to download your own copy of this application form. Go to [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)
- ✓ Save a copy of the form to your own computer.
- ✓ Type directly into this form. Text boxes should grow as you type into them. Don't copy and paste from another document as it may cause formatting problems which you might not notice. For example, it could cause you to go over the character limit for a question without realising it, or you may not be able to view all possible answers for a particular question.

### Before you start completing the form

- ✓ You must be responding to one of the project outlines we have published on our website [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)
- ✓ We have produced other publications that you should be familiar with before making a start on your application. The following documents are available on our website:
  - Programme guide.
  - A summary of our partnership requirements.
  - Guide to delivering European funding.
  - Frequently Asked Questions.
- ✓ Make sure you've read the guidance in Part two of this form as it describes what we're looking for and how we will assess your application.

### Completing the form

- ✓ Make sure you've answered every question and read through your application before you send it to us. Email your completed form to [esf@biglotteryfund.org.uk](mailto:esf@biglotteryfund.org.uk) putting the name of your organisation (question 23) and the project reference number (question 3) into the email subject line.

### Deadline for applications

- ✓ Your application must reach us by the date we have given on the project outline you are responding to, so check this carefully. We won't accept applications after that date.
- ✓ We'll only look at the information provided on the form, so please don't send us any additional documentation.

### Help with your application form

- ✓ If you have any questions about Building Better Opportunities or completing this application form, email us at [esf@biglotteryfund.org.uk](mailto:esf@biglotteryfund.org.uk).

## Part two: Making an application

The application process consists of two stages. Stage one is fully open and competitive and from this we'll select a shortlist of applicants to take through to stage two.

To submit a stage one application you need to respond to one of the project outlines published on our website. We'll only award one grant for each project outline, so it is vital you read these carefully before considering whether to apply. In some cases, we may refer you to the Local Enterprise Partnership (LEP) website for more information.

Each project outline describes a unique funding opportunity that is available through the programme, setting out what we expect that project to achieve and which areas or groups of people we are targeting. We'll also tell you how much funding is available to deliver that project.

Most of these grants are better suited to partnership working, so you'll probably need to approach other organisations that can help complement or fill gaps in the delivery of your project. Where other organisations are involved, one organisation will submit an application on behalf of the partnership. We call this applicant the 'lead organisation'.

We explain the types of organisations that can apply in the 'Programme guide'.

### Role of the lead organisation

The organisation that completes and submits an application will have legal responsibility for all funding we award and will be financially accountable for any funds that are distributed to partners. They will be our main point of contact on behalf of any partnership. We expect this organisation to ensure the monitoring and delivery requirements we've set out in the 'Guide to delivering European funding' are being met by partners throughout the lifetime of the project and for up to ten years after the final payment.

### Role of any partners

Partners will sign a partnership agreement with the lead organisation that sets out clear responsibilities for delivering the project. This includes the collection and reporting of evidence that we will use to track progress and make payments.

We explain more about working with other organisations in 'A summary of our partnership requirements'.

### What happens when?

- ✓ We need to receive your stage one application form by the deadline given on the project outline you are responding to.
- ✓ It will take us around four months from this deadline to make a decision about whether to invite you to stage two.
- ✓ During our assessment, we will approach the LEP area European Structural and Investment Fund (ESIF) sub-committee for your area to provide a view on how well your proposals fit with the project outline.
- ✓ If you are successful at stage one, we'll send a letter confirming this. If we decide not to invite you to stage two, we will tell you why and also offer feedback on your application.
- ✓ If we offer you development funding, you'll be sent a grant agreement that you will need to sign and return to us to accept the money. We'll also need you to send us your bank details.
- ✓ We'll give you up to six months to submit a stage two application. How long we give will depend on the size and complexity of the project. You'll be able to submit your application as soon as it's ready, but we will only start our assessment once we receive all of the stage two applications relating to that project outline.
- ✓ You'll need to send us a detailed project plan and, if you're working with other organisations, a draft partnership agreement.
- ✓ It'll take us around three months to review and discuss the stage two application with you.
- ✓ We'll then make a final decision about whether to award you the grant.

## What can I apply for?

We'll pay for most of the costs you will incur in the delivery of the project. But there are some things we can't pay for, such as:

- ✘ activities that do not contribute to the delivery of the targets identified on the project outline
- ✘ activities or staff costs that do not represent good value for money
- ✘ anything that is a statutory obligation or will replace statutory funding
- ✘ anything you start, or spend money on, before we confirm our funding
- ✘ equipment costing more than £1,000 per item
- ✘ furniture and refurbishment or landscaping work
- ✘ fundraising appeals, endowments and registration fees
- ✘ legal fees
- ✘ loans, fines, bank charges and interest payments
- ✘ overheads and other indirect costs that are more than 20 per cent of the total direct costs of the project
- ✘ projects that generate income or revenue
- ✘ purchase of land or buildings
- ✘ redundancy costs
- ✘ second-hand equipment
- ✘ staff training, unless specialist knowledge is required that could not have been identified before the project began
- ✘ VAT you can recover
- ✘ vehicles.

### Direct costs

Most of your expenditure will be for direct costs. These are costs that can directly relate to a project activity, such as staff salaries, and are usually incurred on an item-by-item basis. We can pay for:

- ✓ staff costs, including National Insurance contributions, pension contributions and taxable incentives that are linked to pay
- ✓ staff and participant's expenses
- ✓ participant costs, such as childcare
- ✓ consumables, such as stationery or essential software
- ✓ venue hire and the lease or rental of buildings
- ✓ hire or operating lease of equipment

- ✓ small items of equipment costing up to £1,000 each
- ✓ depreciation of buildings and equipment.

### Indirect costs

We can also pay for overheads and other indirect costs providing they do not total more than 20 per cent of the direct costs of the project.

List your estimates for indirect costs at question 12. At stage two, we'll ask applicants to calculate a flat rate for their indirect costs as this rate will normally apply across every payment we make.

We can pay a contribution towards:

- ✓ general administrative or support staff costs, where their duties cannot be separated from core work (for example, receptionists or HR staff)
- ✓ the cost of premises or small items of equipment that are not solely used for the project
- ✓ insurance, such as employer's liability and building insurance
- ✓ utilities and other overheads like telephone, postage, electricity, gas and water.

### Development funding

If you are successful at stage one, we can pay you up to £50,000 to help with the costs of developing your stage two application. If you decide to apply for development funding (question 14), you can use it to pay for things like:

- ✓ consultation costs or expenses, including meetings and events
- ✓ communication and publicity of your development work to partners and other stakeholders
- ✓ staff costs and professional fees that specifically support the development work.

This funding is in addition to the amount available for your project.

## How will your application be assessed?

In assessing your application we will be looking for evidence that:

### Need (Part three and throughout)

- ✓ the project clearly addresses a particular project outline, including any references to the LEP website that we've noted
- ✓ the project will add value to and complement existing services, initiatives or strategies - including the local ESIF strategy - and is additional to any statutory duty or provision

### Impact (Part four)

- ✓ the project will make a significant difference to the people and communities it aims to benefit
- ✓ there's a clear understanding at a local level of the barriers faced by the different groups of people who will benefit from the project, including the most socially excluded
- ✓ the project will integrate gender equality, equal opportunities and sustainable development throughout its delivery

### Approach (Part five)

- ✓ the planning carried out to date, including the plans for involving the people who will benefit, suggests that further development work would be carried out effectively at the next stage
- ✓ the proposed activities appear to be the best way of addressing the barriers faced by the different groups of people who will benefit from the project
- ✓ the project costs, including development funding, are realistic and based on reasonable assumptions
- ✓ the project is likely to deliver at least the targets identified in the project outline

### Capability (Part six)

- ✓ the lead organisation has the necessary skills, experience and resources to manage the project successfully in the local area, including monitoring compliance with ESF requirements
- ✓ individual partners have the right experience and role within the project to complement each other well
- ✓ the partnership is working from a strong foundation with clear plans for ensuring all organisations will work together effectively in the future
- ✓ there is a clear understanding of how State Aid rules may affect the project.

We will talk to the local LEP area ESIF sub-committee and our own local officers, as their feedback will help inform our assessment.

## What else do I need to know?

### Sustainable development

Sustainable development is about meeting the needs of the present, without compromising the ability of future generations to meet their own needs.

Alongside promoting employment and skills, in question 8 we'll look for the ways in which you will balance environmental, social and economic considerations in the delivery of the project. This could be about:

- ✓ using resources and energy as efficiently as possible
- ✓ enhancing or protecting the physical and natural environment
- ✓ improving people's wellbeing by developing their local environment.

### Gender equality and equal opportunities

The need to treat everyone equally, regardless of their race, gender, age, religion and belief, sexual orientation, marital status or disability, plays an important part in the sustainable development of local economies.

We'll look across your application for the ways in which your project:

- ✓ is designed to meet the needs of all potential participants
- ✓ offers services that are accessible to the most socially excluded people, including how staff are supported to do this
- ✓ places equality issues high on its agenda, including identifying ways to create an equal and diverse workforce and to actively promote gender equality
- ✓ leads to under-represented groups having a genuine role in the way the project is run
- ✓ meets current legislation, including the Equality Act 2010.

## Evaluation and learning

Evaluation is an important feature of Building Better Opportunities. Throughout the delivery of the project, we need organisations to collect and report information so that key learning can be used more widely to influence the planning of similar provision and future programmes.

We will procure an independent evaluator to carry out a programme-wide evaluation of Building Better Opportunities. To help us with this, we will ask some projects to participate in a sampling exercise looking at the longer term changes that have resulted from this funding. We'll also ask a sample of successful and unsuccessful applicants to take part in qualitative reviews around their experiences of being involved in the programme.

The Managing Authority will carry out their own overall ESF evaluation, which projects must contribute to if asked. This will likely include the tracking of some participants up to six months after they've left the project. The Managing Authority will carry this out using contact information provided by projects. There may also be other evaluation requirements that we'll discuss with you at stage two.

It is important for your organisation to understand why certain approaches work or don't work, to identify good practice, and to analyse how certain results or outcomes are being achieved. This forms an important part of project planning and management. We therefore strongly encourage you to develop self-evaluation plans and identify opportunities for reflecting on and sharing learning in addition to routinely collecting information that satisfies our monitoring requirements.

You may want project staff to carry out self-evaluation activities, or you may want to get support and advice from other agencies or consultants. We are happy for you to budget for this as long as your plans are in proportion to the size of the project. Typically, we encourage applicants to set aside between 5-10 per cent of their total project cost for evaluation activities. For more information about approaches to self-evaluation, please see our [Guide to self-evaluation](#) which is available on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## State Aid

If our funding could give you or other organisations an advantage over other organisations offering similar services, or if the activities you want us to fund could affect trade between EU member states, then our funding might be considered to be 'State Aid'.

There are strict rules governing State Aid so it's important that you get your own advice about whether your project is affected. We ask you to tell us about this in question 22.

Any funding we offer is based on the assumption that, although the money provided by us constitutes state resources, the purpose for which it will be used will not lead to it being considered as unapprovable State Aid. If the purpose of the funding is subsequently deemed to be unapprovable, then we may withdraw it.

For more information about State Aid visit [www.bis.gov.uk/policies/europe/state-aid](http://www.bis.gov.uk/policies/europe/state-aid)

## Part three: What will your project do?

### 1. What would you like to call your project?

Give your project a short title, something we can use in publicity if you are successful.

Write up to 70 characters, including spaces.

Unlocking Potential Through Community Enterprise

### 2. Which project outline are you responding to?

Tell us the reference number for the project outline this application form is addressing.

Oxf/2/3

### 3. What does your project involve?

By 'project' we mean the activities you plan to carry out using this funding. Be specific about what you will do, how you will do it and who will benefit.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

'Unlocking Potential for Oxfordshire Through Community Enterprise' will provide a comprehensive, intensive and integrated package of fun engagement activity, real work experience, accredited entry-level training, employability development, one-to-one holistic support and work readiness opportunity to 220 young people aged 17-19 NEET for 6 months or more in the county.

The young people NEET engaged in the project will develop quickly their self-confidence, self-esteem, work readiness & employability. They will be supported into meaningful employment, education & training opportunities with a diverse range of local employers and training providers, with ongoing in-work support to sustain progress.

The project will be delivered by nine experienced community partners across Oxfordshire with a strong track record of reaching, engaging and empowering young people NEET towards, into and during employment, training and education. The delivery partners will be supported in project governance and compliance commitments by Oxford City Council, using expertise gained in delivering an ESF funded project over the last year.

Funded project activity will include:

- A range of fun group/social activities including sports, outings, film, video & photography and a mobile outreach service in rural areas, to engage potential eligible young people NEET & to help build their initial self-confidence & engage with peers.
- Intensive, long term activities to build young people NEET's self-esteem, aspirations, basic employability skills and work experience, including a diverse range of supported training, volunteering and work experience placements available in the project partnerships' own professional social enterprises ranging from retail, creative industry e.g. film, catering, sport, hospitality, warehousing, property & grounds maintenance to construction.
- Regular, 1-2-1 mentoring and coaching by experienced support workers to understand the young person's individual circumstances and help overcome entrenched barriers to employment and social inclusion. This would include supporting the young people NEET to engage with local authority statutory services, JobCentre Plus, housing associations, the homeless pathway, drug & alcohol treatment service and probation service/Youth Offending Teams, as appropriate to overcome entrenched barriers.

- Building on our strong relationships with local employers at a community level to offer real, diverse work experience & tasters, work trials & employment opportunities. Including offering in-work coaching support to both employer & employee for up to 6 months to sustain the transition into employment/education/training.

Project partners would deliver presentations at business networking events, support participants to attend Jobs Fairs, arrange 'Matchmaking' events to bring work-ready participants & supportive local businesses together, as well as provide support and mentoring to project participants to develop their own enterprise initiatives.

Individual funding will include childcare, subsistence & transport to ensure these young people can engage and sustain their project participation.

The project will fund regular young persons, family, community & stakeholder engagement and involvement activities. Monitoring & evaluation activities will be funded to reflect regularly on project outcomes and performance.

## Part four: What difference will your project make?

### 4. Where are the people and communities who will benefit from your project based?

- Give the main areas where the people and communities who will benefit live or are based.
- If your project will not be delivered across all of the areas we've specified on the project outline, or you will be working in additional areas, explain the reasons why.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

The project will be genuinely accessible to young people NEET, countywide. It will however include intensive engagement activity and employment support for young people NEET from known areas of high unemployment and multiple deprivation and poverty cluster areas in the county, particularly in Banbury and in Oxford City. In addition partnership activity will be readily available to young people NEET in or within public transport distance of the market towns of Didcot, Witney and Abingdon. Participant transport costs are included in the project outline. Roving mobile outreach will also be provided to engage with young people NEET isolated in rural pockets of deprivation in Oxfordshire.

This geographical targeting of service provision will be further informed from accessing data from JobCentre Plus and local authorities, e.g. Oxford City Council's Welfare Reform Team database and the County Council's Early Intervention Service database.

Confidence in reaching the young people who would benefit the most from the project is increased by working with 9 credible and experienced community organisations which have been supporting and engaging young people NEET in Oxfordshire for many years. Oxfordshire is 756 square miles. This bid, with its 9 partners, whose head offices are sited all across the County, from Didcot to Banbury, Oxford to Witney, has unrivalled local context, local knowledge, local management, and local volunteers. Local not at a county level, but local to the extent, that between partners there is no Oxford resident who is further than 15 miles from the head offices of one our partners. Senior management on the frontline, with a genuine understanding of the need on their doorstep, which drills down to street names rather than districts, armed with the 'truly local' connections and expertise to make a difference.

### 5. What changes will your project bring about?

Alongside delivering the targets identified in the project outline, we're interested in the other kinds of changes you're trying to bring about.

Describe up to four changes, using straightforward language. We call these your project outcomes. To learn more about outcomes read our [Getting funding and planning successful project guide](#), which has examples of project outcomes. It's available on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

Write up to 225 characters in each box, including spaces (about 30 words). The box should increase as you type.

1	Improved employment prospects for 220 young people completing supported training, education, volunteering, work experience & work taster opportunities and securing employment on our enterprises and with local businesses.
2	Oxfordshire employers having greater awareness of young people's barriers to employment and reflecting this in amended & inclusive recruitment processes, including offering more work trials & taster opportunities.
3	Over forty successful, sustained transitions into employment achieved due to partners providing six months of in-work support to young people and their employers engaged in the project.
4	Hundreds of brilliant examples of young people engaging in voluntary, co-designed employability support provided by social enterprise, local communities and employers, to realise sustained life changes.

#### 6. How will local people and communities benefit from your project?

Describe the difference you expect your project to make to the people and communities who will benefit from it, including how your project will help the different groups of people we've identified in the project outline. Refer to the relevant parts of the local ESIF strategy or the LEP website that support this.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

A strength of the bid is our partnership depth, intensive focus on the individual, our growing links with many supportive businesses in the community, and our countywide reach. This will have a credible, lasting impact on the young people we will support and the communities in which they live.

Our consortium will work with young people who are experiencing low self-esteem, lack of confidence and chaotic lifestyles and who are subsequently less likely to find and maintain employment. This partnership can reach and support any young person NEET in Oxfordshire to improve their capacity to be ready for, and find employment through the provision of a holistic approach focusing on social & personal issues as well as providing opportunities for skills development and work experience. For example in West Oxfordshire, Base 33, Yellow Submarine and Synolos together offer a rich variety of opportunity to engage, holistic social support to get young people towards being "job ready" and then to build on this through skills development & opportunities for accreditation and work experience in environments that continue to recognise the social issues and are supportive, but more closely reflect the real workplace.

Project participants and local communities can benefit from access to and choosing from a diverse, pluralistic support network, alongside mainstream FE/HE provision and statutory support. The organisations are committed to challenging stereotypes in all forms, e.g. would encourage young women to start up their own business or move into a career in construction or grounds maintenance, and look to help parents to ensure their children make well-informed career and subject choices.

The project will empower genuinely the young people NEET by their engagement in a positive, supportive process that will encourage them to be involved on an equal footing in its design and delivery, enabling them to unlock their full potential including acting as project ambassadors and champions for change with businesses and employers across the county.

This project will enable us to develop our support offer for young people NEET who we support

onto placements and employment with local businesses in the communities, to help bridge the employment gap for marginalised young people through the provision of work based opportunities in our social enterprises and with organisations that are made more aware of the needs of these young people and can be supportive, nurturing and keep them in employment through our ongoing support and engagement. In turn these businesses will be able to demonstrate to their customers that they are community minded and supportive of local young people NEET. This investment, support and dialogue will benefit the wider community across the county through an increased understanding and tolerance of the needs of young people NEET and acknowledging the positive contribution they can make to businesses and their local communities.

### **7. How will your project actively seek to target those hardest to reach?**

Explain how you will make sure local people and communities facing particular barriers will know about your project and feel able to take part. Be specific about how you will identify the most socially excluded people and explain what you will do tackle the barriers they face. Include how you'll address gender equality in the project.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Young people NEET can be hard to reach. We would conduct an awareness campaign with existing signposting agencies in the run-up to the new project. We would engage regularly with local & community media and through project partners' social media to promote the service and highlight participant case studies. We would seek new participants to the service through word of mouth referrals through tried & trusted relationships our community organisations have built with our current/former participants, parents, wider family, friends and signposting organisations in the community, as well as through young people seeing our social media posts. Marketing campaigns based on the circulation of leaflets/posters would be deployed, but in a limited capacity & targeted in community locations such as youth clubs, referral agency offices, shopping centres & community centres. Most of all, we would offer fun, initial engagement activities that we know young people enjoy and would be a real incentive.

To encourage gender equality and project accessibility for all, participants' travel and childcare costs would be met by the project; nine diverse delivery partners are engaged and offer mobile rural outreach, and the project will engage a diversity of partner businesses in the community representing a wide range of professions to offer work experience and employment opportunity to all.

We would work closely with local authorities (the County Council's Early Intervention Service, including Early Intervention Hubs, Specialist NEET Services and Youth, Engagement and Opportunities Team) to help identify the most socially excluded young people. We would contact the following to help identify and signpost prospective participants: National Careers Service, Thriving Families, Connections Floating Support, Community & Youth Centres, HE/FE providers, Food banks, local religious and charitable organisations, Housing associations, Advice providers including Citizens' Advice Bureaux, Secondary/Academy schools, Sixth Forms, Pobation Service, Youth Offending Team, Parent Carers' Voice Groups.

### **8. How will your project impact on the environment, economy and people's living conditions?**

Explain how you'll use resources effectively and in a sustainable way. This may include creating less waste, saving energy, recycling, sourcing goods and services locally and using environmentally sustainable materials.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Our project will support young people NEET to be equipped to move into employment, training and education vacancies, thereby supporting employers with recruitment and retention challenges in Oxfordshire. It would help ensure young people NEET have the opportunity to gain exposure to the real world of work, further education and training, in a supported environment. Addressing this deficiency in employability skills for young people has been identified as a priority for action by the Oxfordshire 2020 Skills Strategy; at present too many young people in Oxfordshire are not achieving their potential or finding employment opportunities. This project will improve the quality, diversity & effectiveness of employment development interventions for young people NEET including through improved business links & collaboration to benefit Oxfordshire's economy overall (such as on the Westgate Centre development pilot).

Sustainability will be achieved by delivering the project close to where young people live by community based organisations. The only travel costs which will be reimbursed will be those relating to public transport. There is evidence to suggest economically active people are more likely to recycle.

Working towards a "Cleaner, Greener Oxford" is one of the City Council's corporate priorities. Carbon reduction and environmental sustainability is embedded in all Council activities, and as such this project will adhere to the relevant local policy framework. All external support visits made by the City Council will be carried out using public transport. The action taken by Oxford City Council to deliver sustainable development meets the regulatory requirement of the ESF programme in this area.

The lead project delivery partner, Aspire, has an environmental policy and runs a countywide textile recycling project as well as cardboard, plastics and food waste recycling contracts. Project partner SOFEA operates the FareShare franchise to divert food waste in the county and Trax upcycles pushbikes from the tips and trains NEET young people to build them and sell them.

#### **9. How will you improve overall provision for the local people and communities who'll benefit?**

Explain how your project will join up with and enhance the services or activities run by other organisations working locally and nationally in the same field, whether or not you're working in partnership with them on this project. Make sure it's clear how your project will be additional to anything statutory bodies have an obligation to provide, as we can't fund this work.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Mainstream FE/HE providers & employers in Oxfordshire do not have the resource & expertise to meet the multiple needs of young people NEET to engage them, support them towards & into employment, and then to sustain progress. This often leads to those young people most in need of support having to engage with either several different agencies or fail in mainstream provision, making only negligible progress toward the labour market. Young people having to engage with several services in order to move closer to the labour market also have enormous difficulty in seeing the purpose and sense of direction of each engagement.

The intensive, 1-2-1 and fun & positive engagement provided through our project would provide a supportive, individualised and therefore more "seamless" route into employment, and then support young people in-work and their employers, to sustain their progress. This is due to the collaborative nature of the partners involved, a shared greater awareness to help map out and access existing employment/education/training support for young people NEET, and a commitment to provide them with a full pathway of support from start to finish - from social activities to first engage and ending with support once placed in work/training. This is additional & alternative to existing FE/HE provision/career advice.

Our project comes from the starting point that young people NEET want to engage voluntarily to access professional, empathetic support to make ~~40~~ necessary changes to find employment.

So it would enhance what's on offer from Work Programme providers under mandated activity. The project partners would engage with local authorities and FE/HE providers to ensure its provision is joined-up and additional to statutory provision. The project partners bring additional, specialist skills and very experienced and successful practitioners: teaching, counselling, youth work, life coaching, psycho-dynamic therapies, enterprise, drug and alcohol education, offending behaviours, attachment disorders, Special Educational Needs such as Aspergers, and mental health.

## Part five: How will you carry out your project?

### 10. What project planning have you already done?

Describe the project planning activities you've completed so far. Summarise the work that has been carried out to develop your project, including who completed it, who else was involved and how the work has been incorporated in this application.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

We have reflected on learning from project partners' own employment support activity and its evaluation. This has informed:

- Our approach to developing a community-based employment support approach
- The nature of the partnership
- The types of interventions intended by this project

The learning has been obtained from the following work

- Provision of contracted employment/education/training support to many hundreds young people NEET by project partners, countywide for 15+ years & community based 'Job Clubs' run in four areas in Oxford over the last 2.5 years
- The Council's own ESF-funded employment project
- Running Job Fairs in Oxford city and local communities such as on the Barton housing estate.
- Closer partnership working with JobCentre Plus
- Working with community organisations as delivery partners.

The Council and Aspire have organised quarterly meetings of Employment Practitioners in Oxford for sharing Best Practice and lessons learned across diverse organisations involved in employment support for 18 months resulting in several in-depth, 121 and small group consultation activities held with community-based organisations about what this project provision should look like and what it should achieve.

Aspire has invested time to consult with possible partners across the county about their local employment support ambitions and their clients' needs, including receiving detailed feedback on proposals from a range of community and social enterprise organisations dedicated to supporting young people NEET including e.g. Trax, Yellow Submarine, Synolos, SOFEA, BYHP. These findings have been incorporated into this stage 1 application.

Views on barriers to employment have also been sought by Aspire from 52 employers who are struggling to recruit and retain employees in Oxfordshire.

### 11. How will the people and communities who will benefit from your project be involved in developing and running it?

Explain how you've involved, or will involve, the local people and communities who will benefit as you've developed your plans. Describe their input and the say they'll have whilst you are running your project. Summarise any procedures you've put in place to make sure they have an ongoing role.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

The project focuses on delivering community based employment support, using organisations who are already delivering services and more importantly outcomes to young people NEET in the heart of the communities we intend to support.

It is intended to use project development funds to help identify additional potential participants to those we're already in contact with, and understand their needs and aspirations through carrying out surveys, focus groups, and analysing satisfaction of existing employment support schemes. This approach removes any assumptions on the part of the delivering partners and ensures we are delivering new work streams with the young people NEET as the customer at the heart of its design.

During the project we will carry out a detailed needs assessment with all participants, to develop a personalised program of wrap-around support.

The participant will be an equal partner in determining this program, as the project wants to do things "with" people, not "to" them, so will seek out opportunities to involve young people in its co-design (e.g. of the type and nature of social and engagement group activities) and to help champion the project and raise awareness among employers in particular.

Surveys and focus groups of both participants and employers, training providers and FE/HE providers engaging in the project will be used to provide feedback to enable the project to be refined and improved. Each project partner will engage each participant to provide feedback on their experience in the project. This evaluation will be on going throughout the life of the project and will inform and refine its delivery. A user group will be set up consisting of at least three volunteer participants to feed into the governance of the project.

Social media will be used to promote the project and to engage with potential participants and employers. This will also provide a platform for them to provide feedback on their experience, including through participatory video techniques.

## 12. How much will your project cost?

- Check which costs you can apply for under **What can I apply for?** at the beginning of the form. We recommend that you ask for the full amount listed on the project outline you are responding to.
- Include the cost of everything you'll need for your project. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs.
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Cost heading	Total cost (£)
Year 1: the total cost of providing the comprehensive package of integrated activity as outlined in the project/rows below to 65 participants in countywide community locations as well as roving provision to rural areas, by 9 project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA).	
Offering engagement activities through sport, music, food and creative film activities and provision of roving outreach to rural areas, for 65 participants	
Intensive, long-term activities on the project partners' social enterprises, training courses or on local business placements, to engage these 65 project participants to build self-esteem, aspirations, skills and work experience	
Work readiness support to 65 participants to help access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support at least 13 (20%) of	

individuals for up to 6 months.	
Participation costs: these are to re-imburse the 65 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs on a weekly engagement basis, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all delivery partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including: - Audit & Compliance support - Monitoring & Evaluation - Communications - Performance Reporting/ provision of MI. This includes staff costs and indirect costs at 6% flat rate of staffing costs for project manager roles.	
Marketing & Publicity for the project	
Year 2: the cost of providing the comprehensive package of activity as outlined in the project/below to 75 participants in countywide locations by project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA.  Engagement activities for 75 project participants through sport, music, food and creative film projects, and the provision of roving outreach to rural areas.	
Intensive, long-term activities on the project partners' social enterprises, training courses or through local busines placements to engage the 75 project participants to build self-esteem, aspirations, skills and work experience.	
Work readiness support to help 75 participants access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support to at least 15 (20%) of individuals for up to 6 months.	
Participation costs: these are to re-imburse the 75 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including: - Audit & Compliance support - Monitoring & Evaluation - Communications - Performance Reporting/ provision of MI. This includes staff costs and indirect costs at 6% flat rate of staffing costs for project manager roles.	

Marketing & Publicity for the project	
Year 3: the cost of providing the comprehensive package of activity as outlined in the project/below to 80 participants in countywide locations by project partners (Aspire, ACE Training, Oxford United Community Trust, Trax, Yellow Submarine, BYHP, Base 33, Synolos and SOFEA)	
Engagement activities for 80 project participants through sport, music, food and film activities and provision of roving mobile outreach to rural areas	
Intensive, long-term activities on project partners' social enterprises, training courses or on local business placements, to engage the 80 project participants to build self-esteem, aspirations, skills and work experience.	
Work readiness support to help the 80 project participants access and sustain opportunities through coaching and mentoring, volunteering and work experience/tasters, skills training. In-work support to at least 16 (20%) of individuals for up to 6 months.	
Participation costs: these are to re-imburse the 80 participants in the project who incur costs. We envisage the participant costs for the project being travel, childcare and subsistence costs, and specialist provision for training course participation not covered by mainstream funding sources, particularly in basic skills, numeracy and literacy.	
Indirect Costs (@ 6% flat rate of staffing costs). This includes traditional support service costs and applied as a flat rate across all partners. These costs reflect only the resourcing costs associated with the project.	
Management of project including Audit, Compliance, Monitoring & Evaluation, Communications and Performance Reporting/ provision of MI	
Marketing & Publicity for the project Additional end of project evaluation, impact report, recommendations for future activity informed by participants, their family members, community and local authority stakeholders and project partners	
<b>Totals</b>	

### 13. How have you worked out your costs?

- Explain what your costs are based on, for example, quotes, estimates or what it has cost before.
- Be as specific as you can as to how you've calculated your costs, for example, explain how you've calculated VAT or inflation costs.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

<p><b>Resource costs</b> Staff costs are the forecast actual contribution to salaries, on-costs (NI and pension contributions) and expenses provided by the 9 project partners who will be deploying their staff to manage and deliver this new project. Years 2 &amp; 3 both include a 2% uplift per year to reflect inflationary salary increases and incremental pay scale increases. These increases are based on the Government's decision to cap pay increases to the public sector at 1% for the next 5 years and also what our partners have advised they expect to happen in their sector. This is the core cost to enable delivery of the project and to ensure the holistic 1-2-1 support, including to overcome entrenched barriers, is realised.</p> <p><b>Participation in activity costs</b> These costs have been based on the project partners' and Council's experience in running equivalent projects in 14/15 for travel, childcare, subsistence and specialist training. We have calculated a participant cost of £xx per annum per participant and apportioned this across the project to reflect the rate we anticipate the 220 participants will engage the project: Year 1 = 65,</p>
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Year 2 = 75, Year 3 = 80.

**Marketing & Publicity**

Figure based on previous equivalent projects and assuming much of the costs will be met through staff resourcing costs hence the reduced figure.

**Monitoring & Evaluation**

Having recently delivered an ESF project, we recognise that monitoring and evaluation is an ongoing activity. As such, much of this work will be carried out by the City Council resource, responsible for Audit, Compliance, Communications and Performance Management. Evaluations for our last 2 employment projects have not incurred any additional evaluation costs on top of staff time. However we have included an additional amount for the end of year 3 to ensure we undertake a comprehensive review and inform future projects. These additional costs are not double counted in the total project cost, and the indirect costs are apportioned accordingly.

**Indirect costs**

Indirect costs have been calculated at a flat rate of 6% per annum.

**14. Do you need development funding?**

Yes  No

If yes, the development costs you can ask for are explained under **What can I apply for?** at the beginning of the form.

- Include the costs of everything you will need to do to develop your project. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs.
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Item or activity	Total cost (£)
Development and implementation of advance communication and publicity of project work to partners and other stakeholders, including potential participant, community group and stakeholder meetings	2500.00
Staff costs associated with the development of project partner programmes, project procedures and policies and governance arrangements	5200.00
5 focus groups across the county to aid with co-design and to inform project deliverables - staff costs to arrange and host events, and reimbursement of e.g. travel costs to participants & partners	1000.00
<input type="text"/>	<input type="text"/>
<b>Totals</b>	<b>8700.00</b>

**15. What are the most important activities you'll deliver during your project?**

Describe the main activities you'll deliver and give the project years they will happen in.

- You can add up to 20 activities and can write up to 225 characters in each description (about 30 words).
- Write **All years** if an activity will happen throughout your project. The box should increase as you type.

Activity	Project year
Regular and intensive 1-2-1 mentoring & coaching to participants from community locations across the county, to understand individual circumstances and help overcome their specific barriers to employment and social inclusion.	All Years
Intensive, long-term, supported work experience &volunteering placements in a range of practical subjects and real commercial settings within project partners' enterprises to build self-esteem/aspirations/skills & experience	All Years
Taster courses and entry-level training in a range of practical subjects to raise participants' aspirations and prepare them for working life, further education and long-term training such as apprenticeships.	All Years
Strong relationships with a diverse range of local employers to offer real work tasters, experiences & employment opportunities to project participants, including engagement through regular Job Fairs & Matchmaker events	All Years
Offer project participants and their employers initial in-work coaching support to help sustain their transition into employment	All Years
Dedicated auditing and compliance support for partnership organisations	All Years
Organise regular participant, family, community and stakeholder engagement and involvement activities to ensure they inform the project activities and priorities.	All Years
Undertake monitoring and evaluation activities to reflect on the outcomes and performance of the partnership's activities, including self-evaluation activities and participatory video.	All Years
Support participants to create & progress their individual employment action plan and goals document, including core employability work such as CV writing, interview preparation and soft skills for the work environment.	All Years
To increase participants' basic skills notably in maths, English and digital literacy, to navigate with confidence national & local government sites, employment sites and use ICT & the internet.	All Years
Quarterly meetings for project partners involved in project delivery to maintain & develop Best Practice, a shared network of employers and partner agencies.	All Years
Regular engagement with influential stakeholders to ensure project enjoys strong local support and remains joined-up to existing/statutory service provision, particularly with JobCentre Plus and the local authorities	All Years
Run an awareness campaign with our signposting agencies and community partners in the run-up to the establishment of the new service	Development phase and Year 1

Improving participants' access to our service and employment development opportunities through the processing and payment of e.g. childcare and transport costs	All Years
A communications plan to promote and maintain awareness of the service	All Years
Support to undertake vocational learning and training to prepare them for working life, further education and long-term training such as apprenticeships.	All Years
Protecting participant data by using consent forms and ensuring all partners are DPA compliant. Reconciling receipts and submitting claims to the Big Lottery.	All Years
A range of user-led, fun group activities co-designed by service users that will engage new people, build confidence & soft skills, including sports to activities like cooking, film making and visits to music & arts events.	All Years
A mobile, roving engagement service (such as a minibus) to provide outreach and engagement to encourage potential project participants in rural areas to engage in the project.	All Years
Comprehensive evaluation of outcomes (quality&sustainability of jobs or other results achieved by participants; measuring progress made by participants who do not achieve results against the ESF targets; community benefits)	Year 3

#### 16. How will your activities help you achieve the targets for the project?

Explain how your activities will help you achieve the targets we have given on the project outline you are responding to. If you plan to support more people than these targets, set out these numbers.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

Our activities will be delivered by a diversity of partnership providers and against a community-based organisation delivery model across the county. This gives us full confidence we can engage relatively quickly with the 220 young people NEET who would be eligible to benefit from this support the most over the project's lifetime, and perform comfortably against the project's desired results and outputs.

The diversity of locations from where the 9 project partners are located and the diverse, fun & positive range of engagement activities, work experience and training opportunities they offer, would help ensure the project engaged with a balance of male & female participants. Referrals from the agencies listed and from within the community gives us confidence we would attract a good mix of young people NEET who are unemployed or economically inactive. Including organisations such as Yellow Submarine would help ensure we engage participants with disabilities in a credible way also.

Partners' existing track records on reaching and then supporting their client groups into employment, education and training gives us confidence we can meet and exceed the outcomes set for this project, within budget. For example, Aspire's job club provision in 2014-15 supported 213 local people in Oxford City facing similar barriers to employment, delivering 465 one-to-one support sessions. Of these participants, 31% moved into education or training and 14% moved into sustained, paid employment.

The project participant target of 220 takes into consideration the likely additional support each community partner could put in place with this funding. It assumes each project participant will receive an intensive engagement (including for example a social activity or work experience session and a one to one support session over a day) on average once a week for between 4-12 months, with 65 people engaged in year 1, 75 in year 2 and 80 in year 3 over the project lifetime. The calculations also allow for quiet times in holiday periods, the likelihood of missed appointments and voluntary disengagement from the project due to the target groups' multiple barriers.

### 17. What targets are you intending to deliver?

For each target listed in the project outline, tell us what numbers of participants you are intending to work with.

- ✓ List all the targets stated in the project outline and give the number you will work with against the original target amount. For example “490 women against a target of 400”.
- ✓ We need to clearly understand the number of people you intend to work with in each of the participant groups, and the percentage of those that will progress to be counted in the results targets. If these differ from the minimum targets provided within the project outline, please explain this difference.
- ✓ If you intend to include any targets that are additional to the ones detailed in the project outline, list these separately.
- ✓ Note that the project must achieve at least the minimum targets provided within the project outline, so your application should not suggest lower targets.

Write up to 3,400 characters, including spaces (about 500 words). The box should increase as you type.

We will work with 220 people in our project with intensive support activities to improve their work readiness, against a project outline target of 193 people. We feel confident we can achieve this higher overall engagement target, given the diversity of geography and client group of the 9 community partners involved in the project, and their typical rates of engagement for this specific client group in the last 2 years.

A further 100-200 individuals may receive ad hoc signposting or referral support in-year, but not translate into active participants for the project partners e.g. due to lack of eligibility. Job Fairs and Matchmaker events we could support and organise across the county with JobCentre Plus and local authorities would attract c. 300 attendees for each event, not all of whom would be young people NEET engaging in this project.

We would anticipate securing the formal support of over 50 employers in the county for our supported work experience, training and employment support programme.

Within this total engagement figure of 220 we will adhere to the BBO programme outline engagement guidelines and keep a strong gender, ethnic and disability representation, i.e. we will aim to engage with 110 men and 110 women (against the outline target of 96 and 97 respectively); 45 people who are unemployed (against a target of 39); 175 people who are economically inactive (against a target of 154); 44 people with disabilities (against a target of 38); and 22 people from ethnic minorities (against a target of 18).

We expect the following results for the 220 eligible, engaging participants:

25% of the people enrolled on the project move into education or training on leaving, against a project outline target of 17 percent.

20% of the people enrolled on the project move into employment with training (including self-employment) on leaving, of whom 50% were unemployed on joining the project and 50% were economically inactive, against a project outline target of 14 percent.

35% of the people who were economically inactive on joining the project move into employment with training (including self-employment) or job-search on leaving, against a project outline target of 27 percent.

We are confident we can deliver against these higher outcomes targets for the client group and have based this on our community partners' existing track records with this age group. We would also report against additional, wider & softer outcomes, such as improvement in self-esteem and self-confidence, reduced stress & anxiety, feeling more socially included, feeling more hopeful of the future and employment prospects.

100% of participants receive childcare support if they need it, against the same project outline target.

## Part six: Do you have the skills, experience and resources to run the project?

### 18. How will you make sure your organisation can deliver the project?

Explain how you'll find the time, skills and expertise you'll need to ensure your project is successful and that it's compliant with ESF requirements.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

In putting together this bid we have carefully studied the appropriate project documentation to ensure we understand the requirements to deliver this project.

Oxford City Council has just finished delivering a successful ESF project and all Audits were passed without issue. We aim to build on this learning and for this project we will appoint a dedicated resource within the Council who will be responsible for audit and governance of the full project. This resource will be line managed by someone who was involved in delivering the ESF project to provide maximum resilience.

We however recognise that the Audit and Monitoring requirements may be challenging for our partners and we will use our experience to provide support to them, ensuring smaller organisations can access these funds whilst minimising risk.

During our ESF project we gained an excellent understanding of the requirements of the Managing Authority as specified in COUNCIL REGULATION (EC) No 1083/2006 including article 60 and COUNCIL REGULATION (EC) No 1828/2006 articles 13 to 16.

As a result of this we understand the importance of document retention and will have the appropriate policy within our project. We understand that we are required to keep project documentation for 10 years after the end of the project and have procedures in place to govern this process.

Oxford City Council uses the Agresso General Ledger system to manage its Finances. Project funds will be accounted for separately and this will be achieved by setting up a specific cost centre for the project. Finance colleagues have been engaged in the early development of this project and will be supporting us for the duration of the Project should the bid be successful.

The Agresso system meets the requirements described in Article 15 of Regulation 1828/2006.

A project partnership agreement will be established which will include specific reference to the documentation required to keep in respect of expenditure incurred, and outcomes obtained. Regular monitoring meetings will be held with partners for the duration of the project.

### 19. What experience do you have in running similar projects?

Provide details of your organisation's relevant experience, what you've learned from your previous work and how this will help you with the project you'd like us to fund. Include any experience you have of managing European funding.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Across the partnership there is extensive experience and expertise in delivering tailored and holistic employment support to disadvantaged young people NEET and overcoming barriers to work including debt, housing, childcare and mental health. This support has been delivered by project partners to young people who are ex-offenders, refugees, (vulnerable to) homelessness, young people with drug and alcohol issues and with a variety of physical and mental health problems. A great deal of learning has been obtained through this work, but the most important thing is the personalisation of support. People tend to have more than one issue to solve when it comes to moving into employment. As such it's important to understand their whole situation up front, and to work in partnership with other providers to ensure the right support is given at the right time. This is the approach we intend to adopt in this project, as outlined above.

The Council has recently completed the successful delivery of a project funded by the ESF. This focussed on supporting people in the private rented sector on benefits, into employment. It ran for 12 months, dealt with 230 participants and achieved 64 employment outcomes. In delivering the project, we achieved full compliance with the audit requirements.

Oxford City Council has experience of managing other European funding, such as delivering a significant Education Attainment Programme in partnership with the University of Oxford. The value of this Programme is 420,00 EUROS for 3 years. The Programme is in its third year of delivery and showing demonstrable results

**20. Will you be working with other organisations to deliver your project?**

Yes  No

If yes, list all your partners, their relevant experience and what they will deliver as part of your project. Partners will work with you to develop and manage your project and will have a role in decision making. They can also deliver services for the project.

Write up to 225 characters in each box (about 30 words). The boxes should increase as you type.

Organisation name	Relevant experience	Services or activities they will deliver
Aspire Oxfordshire Community Enterprise Ltd	Contracted employment, training & work experience provider in Oxfordshire's homeless pathway, drug/alcohol treatment and probation services since 2001. Provider of community job clubs for 2.5 years in Oxford city.	Delivery partner located in Oxford for engagement, work readiness support and enterprise work experience to young people NEET. Lead delivery partner to e.g. organise project partners' quarterly meetings, share Best Practice.
Oxford City Council	Have been running employment support programmes for the last 36 months, including one funded by ESF.	Lead partner. Responsible for ESF reporting, auditing and compliance and providing support to project partners to fulfil these responsibilities
South Oxfordshire Food & Education Alliance (SOFEA)	Worked with local schools and young people NEET to provide training and work experience programmes including through their warehouse enterprise and strong links to local business community, for 2+ years.	Delivery partner located in South Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support, local business engagement and enterprise work experience activities to young people NEET.
Banbury Young Homeless Project (BYHP)	BYHP has been supporting young unemployed people aged 16-25 (many vulnerable to homelessness)	Delivery partner located in North Oxfordshire to provide engagement, 1-2-1 support, accredited training,

	to improve their work and life skills with the help of the local business community, thus improving their futures.	work readiness support and local business work experience activities to young people NEET.
Base 33	Provides intensive support to young people aged 13-24 experiencing challenges due to e.g. homelessness, drug & alcohol misuse. Includes a team of specialist youth workers experienced in engaging vulnerable young people.	Delivery partner located in West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and local business work experience activities to young people NEET
Trax	Offers accredited training, basic skills and work experience programmes to young people aged 13-19 including in mechanics, catering and push bike maintenance. Provides 1-2-1 tailored support and onsite youth counselling.	Delivery partner located in Oxford to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET
Synolos	A multi-trade/subject workshop & training centre offering accredited training in practical subjects, basic skills, tasters & enterprise programmes to young people aged 13-24 e.g. furniture making, creative/printing services.	Delivery partner located in West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET.
Yellow Submarine	The leading provider of engagement, employment and training services to young people with disabilities in Oxfordshire. Operator of two social enterprise cafes and an NVQ accredited training provider.	Delivery partner located in Oxford, South & West Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET with disabilities.
ACE Training	A specialist construction training centre providing apprenticeship and pre-apprenticeship training in brickwork, bench joinery, groundworks and carpentry in a hands-on workshop based learning environment.	Delivery partner located in Kidlington & North Oxfordshire to provide engagement, 1-2-1 support, accredited training, work readiness support and enterprise work experience activities to young people NEET.
Oxford United Community Trust	Set up and run the Oxfordshire business networking group 'United in Business'. Run regular networking events for hundreds of Oxfordshire businesses and has run youth and community programmes in East Oxford for many years.	Delivery partner located in Oxford to provide engagement, 1-2-1 support, accredited training, work readiness support, work experience and engagement activities with local businesses to young people NEET.
Oxfordshire County Council Early Intervention Service (EIS)	Includes Early Intervention Hubs, Specialist NEET Services and Youth, Engagement and Opportunities Team, funded by the local authority.	To help the partnership identify the most socially excluded young people according to their records and help ensure interventions tie-in with statutory provision.


**21. How will your partnership operate?**

Describe the processes and structures you have developed or will put in place to ensure your partnership works together well, gets value for money and links up more widely with other organisations.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Oxford City Council (lead partner) and Aspire Oxford (lead delivery partner) would incorporate a steering group of the partnership organisations to agree on governance and strategic management arrangements during the development phase, and then meet on a quarterly basis throughout the delivery of the project. The group would also be responsible for partnership management, referrals and quality control.

Each organisation in the partnership would be responsible for delivering clear geographical & thematic (e.g. 1-2-1 support, work experience) elements of the project to participants, with some partners also taking responsibility for specific client groups (e.g. Yellow Submarine would support the majority of disabled participants). Adopting this model would therefore provide a very short supply chain. This will foster good communication, effective partnership working and avoid wasting money by paying excessive management fees and indirect costs.

The organisations involved in delivery are all either local charities or not-for-profit with a common social purpose, so would reinvest any surplus back into the project and client group. They would seek to ensure all young people accessing the project would be supported via an agreed, consistent framework of service provision; as such there would be an agreed set of standards, consistent across the partnership. Monitoring and evaluation of service provision would therefore be made far simpler, consistent and cost-effective.

The project approach and activities necessarily encourage and facilitate interaction between the young people NEET engaged through the project with local employers, businesses, FE/HE providers and statutory services. Between them the project partners already attend all strategic-level meetings in the county concerning the client group. This would ensure that service provision is linked well with other organisations.

**22. How were the partners identified and selected?**

Describe the process you used to select the most appropriate lead organisation and partner organisations.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

Oxford City Council is the lead partner. The Council brings real value to this bid by operating as the lead organisation in an ESF reporting and compliance capacity. It has completed an ESF funded project so has the necessary experience to fulfil this role. OCC is large enough to manage the funding and disbursement to partners, has experience at multi-agency working as a key member of City and Countywide strategic and operational partnerships, and enjoys a reputation for service delivery and staff investment (IIP Gold, CSE accreditation). It has important leverage and influence with employers including as a commissioner of contracts and services and a good relationship with other Local Authorities in Oxfordshire.

Aspire is the lead delivery partner. It has provided employment support to Oxfordshire residents young and old faced with barriers to employment associated with homelessness, offending histories and substance misuse, since 2001. It has delivered community-based employment support to local residents in deprived wards of Oxford City (Blackbird Leys, Wood Farm, Littlemore and Barton), known as 'Job Club', since 2013. This is achieved by genuine partnership working engaging proactively with Children's Centres, Community Centres, Libraries, Schools, Probation Service, Local Authorities, HE/FE providers, Housing Associations, the National Careers Service and local employers.

Delivery partners have been chosen according to a selection process and criteria informed by: Aspire and OCC attending the series of LEP and Big Lottery workshops over the last 18 months and attending lead partner advisory meetings held by OCVA; requesting Expressions of Interest from each partner; hosting in-depth consultation meetings with project partners in November 2015; and ensuring partners have read, understood and commented on the stage 1 application form. Selection also included basic due diligence, checking partners' links to/reputation in the community, assessing their engagement & outcomes track record for young people NEET and weighing their added value to the partnership.

### 23. How have you considered whether your project may be subject to State Aid rules?

For information about State Aid visit [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

Give details of:

- where your advice about State Aid came from and how you've taken account of this in developing your project
- any organisations in your area providing similar goods or services
- how our funding would affect your competitive or financial position in relation to other organisations providing similar goods or services
- the amount of funding you've received in the last three years that was classed as State Aid.

Write up to 2,100 characters, including spaces (about 300 words). The box should increase as you type.

We have read the guidance documents on the gov.uk website in relation to State Aid, and have taken advice from our Legal Department.

The funding will be used to provide training and employment support to young people NEET.

The training will be provided to the recipients on a non-commercial basis (generally by third sector bodies), and will have no effect on any competitive market place. On this basis there is no reason to believe that the £30k funding to be used for this purpose should be counted in any "de minimis" state aid calculation.

## Part seven: Your organisation and contact details

### 24. What is the full legal name of your organisation, as shown on your governing document?

The Oxford City Council

### 25. Does your organisation use a different name in your day to day work?

- Yes  No

If yes, what other name do you use?

Oxford City Council

**26. What is the main or registered address for your organisation?**

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

Organisation name	Oxford City Council
Sub-building name/number	
Building name	Town Hall
Building number	
Street	St Aldates
Town or city	
Postcode	OX1 1BX

Phone number one	01865 252461
Phone number two or text phone	01865 249811

**27. What is the main email address for your organisation?**

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

pwilding@oxford.gov.uk

**28. Does your organisation have a website?**

Yes  No

If yes, what is its address?

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

**29. What type of organisation are you?**

Select all options that are relevant to you.

Charity	Registered charity <input type="checkbox"/>	Charitable unincorporated association <input type="checkbox"/>
	Charitable incorporated organisation <input type="checkbox"/>	Charitable trust <input type="checkbox"/>
	Exempt charity <input type="checkbox"/>	Excepted charity <input type="checkbox"/>
	Charity (Royal Charter or Act of Parliament) <input type="checkbox"/>	
Company or mutual society	Company limited by shares <input type="checkbox"/>	Company limited by guarantee <input type="checkbox"/>
	Company listed publically <input type="checkbox"/>	Community interest company limited by shares <input type="checkbox"/>
	Community interest company limited by guarantee <input type="checkbox"/>	Community interest company listed publically <input type="checkbox"/>
	Credit Union <input type="checkbox"/>	Limited liability partnership <input type="checkbox"/>
	Industrial and provident society <input type="checkbox"/>	Co-operative <input type="checkbox"/>
	Friendly society <input type="checkbox"/>	

Public sector	Community council	<input type="checkbox"/>	Parish council	<input type="checkbox"/>
	Town council	<input type="checkbox"/>	Local authority	<input checked="" type="checkbox"/>
	NHS Trust foundation	<input type="checkbox"/>	NHS Trust - other	<input type="checkbox"/>
	Health authority	<input type="checkbox"/>	Local health board	<input type="checkbox"/>
	Non departmental public body	<input type="checkbox"/>	Police authority	<input type="checkbox"/>
	Fire service	<input type="checkbox"/>	Prison service	<input type="checkbox"/>
	Other	<input type="checkbox"/>		
School	State school	<input type="checkbox"/>	Community school	<input type="checkbox"/>
	Foundation or Trust school	<input type="checkbox"/>	Voluntary aided school	<input type="checkbox"/>
	Voluntary controlled school	<input type="checkbox"/>	Academy	<input type="checkbox"/>
	City technology college	<input type="checkbox"/>		
Other	Individual	<input type="checkbox"/>	Sole trader	<input type="checkbox"/>
	Further or higher education	<input type="checkbox"/>	University	<input type="checkbox"/>
	Independent school	<input type="checkbox"/>	Non charitable unincorporated organisation	<input type="checkbox"/>
	Faith based organisation	<input type="checkbox"/>	Parochial church council	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Give any reference or registration numbers you have:**

Charity Commission for England and Wales  
 Charity Commission for Northern Ireland (or HMRC number)  
 Office of the Scottish Charity Regulator  
 Companies House  
 Financial Conduct Authority  
 Health Authority number  
 School reference number


Other reference or registration numbers

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Please give details:

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**30. When was your organisation set up?**

Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. If you're a school or statutory organisation, check with your administrative body - if you don't know the exact day or month, please give us an approximate date.

Day  Month  Year

**31. What is your VAT status?**

For more information on VAT see the HM Revenue and Customs website <http://www.hmrc.gov.uk/vat/>

VAT registered  Not VAT registered

If you are VAT registered, what is your VAT registration number? Your VAT number should be between 9 and 12 numbers long and have no spaces.

VAT number:

**32. Is your organisation independent, or a branch or department of a larger organisation?**

Independent

An independent organisation will have its own governing document and can manage its own funds and staff.

Branch or department

To be able to apply to us a branch must have its own governing document (or will have adopted its parent organisation's governing document), produce its own annual accounts (which may be included in its parent organisation's accounts) and have a bank or building society account in the legal name of the branch as shown in its governing document and be responsible for how the funds in it are spent.

If you are a branch, what is the name and address of the larger organisation?

Organisation name	
Sub-building name/number	
Building name	
Building number	
Street	
Town or city	
Postcode	

If we offer a branch a grant we will ask the larger organisation to accept overall responsibility for it. For branches where there is insufficient local control, the parent organisation will need to apply.

**33. How many people are on the board or committee that runs your organisation?**

**34. Are there any restrictions on who can join your organisation?**

For example:

- if your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.
- we would expect there to be an open and transparent joining process, including a right of appeal. For this reason we usually consider proposing and seconding to admit new members as unacceptable.

Yes       No

If yes, what restrictions do you have and why do you have them?

Write up to 375 characters, including spaces (about 50 words)

As a Local Authority, an individual can stand for election as a Councillor subject to the rules laid out by the Electoral Commission.

Any individual eligible to work in the UK can apply to work at the Council, subject to our recruitment policy.

**35. What is your organisation's current financial position?**

Select one option and fill in the amounts from your accounts or financial projection.

- Information from the latest accounts approved by your organisation
- 12 month projection because you've been running for less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

All organisations, including schools and statutory organisations, need to provide this information.

Accounting year ending      Day       Month       Year

Total income for the year      £

Total expenditure for the year      £

Surplus or deficit at the year-end £

Total savings or reserves at the year-end £

If there are any qualifying statements you wish to make about your financial position, or the information you've provided to us above, please tell us here:

### 36. Have your accounts been independently audited?

Not all organisations are required to get their accounts audited (by a registered auditor who gives an opinion on the accounts). Some get them independently examined instead which is a less rigorous external review carried out by an independent person with relevant skills and experience. If your accounts are independently examined and not audited, select No.

Yes     No

If yes, give the name and address of your auditor:

Ernst & Young LLP  
Forbury Road  
Reading  
RG1 1YE

### Contacts

We need the date of birth and home address for all of your contacts. This includes a previous address if they've not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating won't be affected. You can find out more in our Good Governance Guide (available by searching 'good governance' on our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or by contacting our Big Advice Team) and the Data Protection policy at the end of this form.

### Primary contact

#### 37. Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We call this the primary contact.

Title	<input type="text" value="Mr"/>
Forenames	<input type="text" value="Paul"/>
Surname	<input type="text" value="Wilding"/>
Date of birth (dd/mm/yyyy)	<input type="text" value="/ /"/>
Job title or position held	<input type="text" value="Revenues &amp; Benefits Programme Manager"/>

Home address:

Flat number	<input type="text"/>
Building name/number	<input type="text"/>
Street	<input type="text"/>
Town or city	<input type="text"/>

Postcode

Have they lived at this address for the last three years?  Yes  No

If no, give their previous home address:

Flat number

Building name/number

Street

Town or city

Postcode

Daytime phone

Evening phone

Mobile number

Email

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

If your primary contact has any of the following communication needs, please let us know here. These include things like: audiotape, Braille, a community language, hard copy letter, large print, sign language, Textphone, voice activated software, or something else. Please give details:

Which address should we use for any correspondence? Select one:

Main organisation address

Home address

Other address

If another address, what is it?

Flat number

Building name/number

Street

Town or city

Postcode

### Legally responsible contact

#### 38. Who in your organisation will be legally responsible for the funding?

This cannot be the same person as the primary contact. We call this person the legally responsible contact.

The legally responsible contact must be over 18 years old and is responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form and that the funded organisation meets our monitoring requirements.

Title

Forenames

Surname

Date of birth (dd/mm/yyyy)

What is their job title or position?

The legally responsible contact must hold one of the following positions. Tick just one box:

Company

- director
- or
- company secretary

School

- head teacher

Local authority or health body

- chief executive
- or
- director

Town, Parish or Community Council

- clerk to the council
- or
- office bearer
- or
- chair

All other types of organisations

- chair
- or
- vice chair
- or
- treasurer

Tick to confirm the primary contact and legally responsible contact are different people:

Home address:

Flat number

Building name/number

Street

Town or city

Postcode

Have they lived at this address for the last three years?

Yes  No

If no, give their previous home address:

Flat number

Building name/number

Street

Town or city

Postcode

Daytime phone

01865252339

Evening phone

Mobile number

Email

jyates@oxford.gov.uk

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

If your legally responsible contact has any of the following communication needs, please let us know here. These include things like: audiotape, Braille, a community language, hard copy letter, large print, sign language, Textphone, voice activated software, or something else. Please give details:

## Conflicts of interest

### 39. Are you are aware of any potential or actual conflicts of interest?

Yes       No

If yes, describe what these conflicts of interest are. Write up to 1,050 characters, including spaces (about 150 words). The box should increase as you type.

## Part eight

### Data protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Members of Parliament or Government departments for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk), by telephoning our advice line on 0345 4 10 20 30, or by writing to:

Customer services  
Big Lottery Fund  
2 St James' Gate  
Newcastle upon Tyne  
NE1 4BE

We'd like to keep in touch with your organisation about the Big Lottery Fund including information about new funding programmes and other Lottery good causes. If you'd rather not receive this type of information, please tick this box.

### Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

### Check your application is complete

By submitting this application you confirm that:

- the legally responsible contact named in question 37 and the board or committee that runs the organisation named in Part seven, have authorised this application.
- you've read the Guide to delivering European funding (available at [www.biglotteryfund.org.uk/esf](http://www.biglotteryfund.org.uk/esf)) and understand that the requirements we've set out will form the basis of our terms and conditions of grant, if you are awarded any money.
- you agree we may use the information you have provided for the purposes described under the Data Protection Act and Freedom of Information Act above.

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**To:** City Executive Board  
**Date:** 17 March 2016  
**Report of:** Executive Director, Community Services  
**Title of Report:** Oxford waterways Public Spaces Protection Order consultation

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To propose consultation on a Public Spaces Protection Order for the principle waterways of Oxford
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Dee Sinclair, Crime, Community Safety and Licensing
<b>Corporate Priority:</b>	Strong, Active Communities; Cleaner, Greener Oxford
<b>Policy Framework:</b>	Corporate Enforcement Policy
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1. <b>Approve consultation on a Public Spaces Protection Order for the principle waterways of Oxford.</b>	

<b>Appendices</b>	
Appendix 1	Supporting evidence
Appendix 2	Draft Waterways Public Spaces Protection Order
Appendix 3	Public Spaces Protection Orders (PSPOs) overview
Appendix 4	Risk register
Appendix 5	Equalities Impact Assessment
Appendix 6	PSPO consultation waterways map

## Introduction and background

1. Oxford City Council has been working with interested parties to address problems associated with the waterways for many years. The Unlawfully Moored Boats Enforcement Group (UMBEG) brings together the Council, Police, Environment Agency, Canal and Rivers Trust, colleges and societies who have land on the waterways. The group works together to identify solutions to the problems of illegal mooring, pollution, disputed land ownership and environmental concerns.

2. Evidence collated so far (Appendix 1) suggests that a Waterways Public Spaces Protection Order (PSPO), a draft of which appears in Appendix 2, may be appropriate to address some of these concerns. Public Spaces Protection Orders (PSPOs) provide a means of preventing individuals or groups in a public space from behaving in a way that is having, or is 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. The legal definition of a PSPO can be found in Appendix 3.
3. Other legal remedies have been considered, including Community Protection Notices, trespass action, statutory nuisance provisions within the Environmental Protection Act 1990 and licensing regimes.
4. These remedies can be used at the same time as PSPO powers but are more suited to responding to individual cases, as opposed to preventing behaviours before they arise. They also tend to have higher sanctions such as seizure and remedial order provisions and are more suited to persistent or very serious cases.
5. It may be useful when considering a PSPO to make a comparison with byelaws that set clear standards of behaviour for people who use an area; PSPOs replace any existing byelaw provisions. Byelaws have been used successfully to manage mooring consent in some London boroughs; however, this relies on the land being local authority controlled. Oxford's waterside land ownership is complex with many riparian owners, making a byelaw unworkable.

### **Overview of the waterways, river and canal banks**

6. The waterways affected by the PSPO are principally the navigable water courses in the city including most of the River Thames, River Cherwell and Oxford Canal. In addition a number of smaller water courses have been included: Weirs Mill Stream, Bullstake Stream, Castle Mill Stream, Osney Stream, Fiddler's Island Streams, Sheep Wash Channel and Wolvercote Mill Stream (Appendix 6). They will be defined by a map within the order based on evidence, consultation responses and the risk of displacing the problem to surrounding areas. Ponds, lakes and other similar bodies of water are unlikely to be included. Where there is no obvious boundary for public access, such as a fence line or hedgerow, a five metre boundary from the water's edge will be included in the PSPO area.
7. Whilst not directly related to the issues the PSPO would be addressing, Police crime data provides some insight into the problems experienced by people using or living on the waterways. Between 1 April 2014 and 31 October 2015 there were 95 crimes reported to the Police that took place on or next to the waterways of Oxford. Offences included arson and criminal damage, assault, public order offences, burglary from boats and boat houses and drug related offences.
8. Evidence collated so far centres upon anti-social behaviour associated with the control of dogs, alcohol-related offences, the destruction of habitat and property, mooring without the consent of the owner, noise and smoke pollution, jumping from bridges into the river, blocking the river and canal-side paths, and erecting structures along the river bank. Evidence will continue to be collated during the consultation phase.

### **Mooring without the consent of the owner**

9. Evidence suggests that some boat owners moor their boats against land without the land owner's permission. According to the River Thames Alliance, this is a problem

throughout the length of the Thames. The use of signage describing the length of time boats are permitted i.e. the consent to moor, could address this issue. The consultation process will gather views from the large number of Oxford riparian land owners on this issue.

### **The control of dogs and alcohol-related disorder**

10. The Anti-Social Behaviour, Crime and Policing Act 2014 require the local authority to replace all alcohol Designated Public Places Orders and Dog Control Orders within three years of the Royal assent of that Act. In line with the rest of the city, the draft PSPO proposes that these provisions are included as the evidence suggests that these behaviours are having, or are likely to have, a detrimental effect on the quality of life in the area.

### **Environmental concerns including the destruction of habitat, noise, smoke and blocking or erecting structures on the river bank**

11. The evidence suggests that the river bank gets eroded by boats moored irresponsibly, building up costs for the riparian owners and damaging the wildlife habitat. Wood has been cut down, diesel fumes emitted for long periods of time from stationary vessels and generators, which are not subject to the same standards and tests as road vehicles. Some of the built up areas of the city are covered by Smoke Control Areas, however, the smoke emission restrictions for domestic dwellings do not apply to vessels. There is evidence of mooring lines stretching across footpaths creating a danger for walkers and cyclists, and of the hedgerows being damaged by the storage of property and as a result of structures being erected.

### **Consultation on the draft Waterways PSPO**

12. Consultation would comprise four elements

- On-line questionnaire (hard copy on request) to gain insight into people's experiences of the waterways and their views on the draft waterways PSPO
- Letter to all riparian owners and properties within the immediate vicinity of the waterways, seeking their views on the proposed order
- Letter to all boat dwellers, seeking their views on the proposed order
- Formal consultation with prescribed agencies under the Anti-social Behaviour, Crime and Policing Act 2014.

13. Social media will be used to promote the on-line questionnaire and respond to enquiries. Oxford City Council's website will also have a Frequently Asked Questions section.

14. The consultation will run for seven weeks from Monday 21 March to Friday 6 May.

15. The outcome of the consultation will be reported back to the City Executive Board proposing whether a Public Spaces Protection Order be made for the identified waterways and in so doing setting out how the legal tests have been met.

### **Financial implications**

16. The cost of the consultation is approximately £1000 which will be found from existing budgets.

### **Legal issues**

17. An overview of Part 3, Anti-social Behaviour, Crime and Policing Act 2014 can be found in Appendix 1.

### **Level of risk**

18. A Risk Register is appended at Annex 4.

### **Equalities impact**

19. The Equalities Impact Assessment, attached at Appendix 5, addresses the methods which will be used to ensure consultees are able to respond the consultation.

<b>Report author</b>	Richard Adams
Job title	Community Safety Service Manager
Service area or department	Community Services
Telephone	01865 252283
e-mail	<a href="mailto:rjadams@oxford.gov.uk">rjadams@oxford.gov.uk</a>

**Background Papers:** None

## Crime summary

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Analysis of police crime database NICHE: incidents relating to the waterways: 1st April 2014 - 31 October 2015

Incident locations included boats, canal and tow paths, boat houses and waterways facilities.

Count of Occurrence Id	Column Labels												
Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Arson			1		1			1	1				4
Assault			1			1	2	3	1	2		1	11
Burglary				3		1	6	1	1	2	1		15
Criminal damage	1		1	1	1	2	1	1	1	4			13
Dogs									1				1
Drugs					1								1
Public order			1	2		2				1			6
Sexual offence				1									1
Theft		2	1	4	8	6	5	7	4	6			43
<b>Grand Total</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>14</b>	<b>13</b>	<b>9</b>	<b>15</b>	<b>1</b>	<b>1</b>	<b>95</b>

ASB incidents not included in the following sections.

1029 13/04/15	Christchurch Meadow	Male sitting on far bank being aggressive and shouting abuse at passers-by.
495 29/05/15	Christchurch Meadow	Agitated, possibly homeless, male walking around shouting abuse at passers-by.
862 25/06/15	Abbey Road	Just over Rainbow Bridge a male is riding a moto scooter along towpath
1701 29/06/15	Abbey Road	Males out on 2 boats causing disturbance shouting
1402 02/10/15	Wolvercote Green	Male under A34 next to Canal in Wolvercote shouting his head off and swearing lots.
1508 13/11/15	Oxford Canal	Male got of a boat and was very aggressive to passer-by.
135 11/11/15	Oxford canal	Male is yelling and threw something at callers boat

## Alcohol

Date	Location	Details
768 12/01/14	Folly Bridge	Report to the police: Drunken ,male staggering around on bank opposite Folly restaurant
13/06/2014	All areas	Disgraceful behaviour along the tow path, not only by 'the drunks' but the rudeness of bike users. By its name 'path' had to walk in single file and watch my back all the time.
July 2014	Shirelake Close	Resident's association report into anti-social behaviour in the area. Photographic evidence of alcohol consumption on the river bank and the associate urination on walls and pathways.
21/08/2014	Folly Bridge	We, along with many other boaters we speak to, are now finding it increasingly difficult to find a mooring space anywhere along the stretch of the River Thames close to Folly Bridge. A-number of the boats that are there are obviously not moving very often, looking at the poor state and mess, and the owners seem to be invisible. This stretch of the river is where alcohols spend part of most days. Nobody minds anyone coming by river to oxford for a few days, but longer than that makes it very difficult for other people to moor.
06/10/2014	Folly Bridge to Donnington	It seems there are some major issues impacting upon the safety of rowers, for the most part between Donnington Bridge and Iffley Lock. The people residing in these boats have been responsible for litter, but have also been chaotic, starting drinking very early (and spilling out onto the towpath), verbally abusing passers-by, and on one occasion actually threatening one of the people involved with a ground spike.
9/10/2014	Folly Bridge	I went for a cycle along the river this evening, and found my path blocked by a group of drunk men enjoying some cans of special brew. They offered some banter and then gave my bike a good shove (in the right direction). I wasn't particularly bothered (though it was an unpredictable situation) but I think many people would have found it very intimidating.
702 23/01/15	Christchurch Meadow	Report to the police: 4 males drunks sat on path
795 30/01/15	Shirelake Close	Report to the police: Two foul mothed drunks in neighbours doorway (On River path)
517 24/04/15	Shirelake Close	Report to the police: 4-5 lads in no drinking zone passing unspecified items out of rucksack
897	Christchurch	Report to the police: Drunk male on riverbank screaming and shouting

## Alcohol

07/06/15	Meadow	
1379 30/09/15	Folly Bridge	Report to the police: Male kayaking got caught on hook when drunk male cast fishing line. He was with another 2 drunk males and words were exchanged
937 01/10/15	Christchurch Meadow	Report to the police: 4 males drinking, letting off fireworks and chasing geese
961 03/10/15	Shirelake Close	Report to the police: 4 Men and woman smoking and drinking by the life buoy on the footpath by the Thames
468 05/01/16	Folly Bridge	Report to the police: Drunk male from street drinking community worse for wear
20/12/15	Folly Bridge	Two male street drinkers with cans in their hands were stood talking to the drinker on bench shown on the above photograph. This would have been very intimidating for anyone trying to pass them on this narrow towpath. It would have been too provocative to photograph them all stood together so I photographed the seated drinker as the other two males walked away.

## Destruction of property and habitat

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Date	Location	Details
16/11/12	Long Bridges	Two signs and their posts have been taken from Long Bridges - not sure if this is metal theft or disgruntled boaters. Police informed.
07/12/12	Oxpens	More of the new mooring signs have been taken, this time at Oxpens.
02/09/2014	Iffley lock	[OCC officer] went out Friday and met with an EA volunteer. [We] walked the towpath and he showed me the boat in question. My involvement was debris and fly tip (which had been left as a result of the numerous sinking's. This appeared to have been cleared. This morning I spoke with XXX who confirmed there were two large piles of debris which has been cleared.
26/06/15	Castle Mill Stream Jericho	 <p data-bbox="1111 563 2058 820">An extensive area of boat owner structures and debris, completely obscuring and damaging the riverbank habitat.</p>
7/12/15	Long Bridges	 <p data-bbox="1111 820 2058 1062">Lifebelts are frequently missing from their stations, often thrown in the river like this in an act of pointless vandalism</p>
7/12/15	Towpath just south of Osney Lock	 <p data-bbox="1111 1062 2058 1311">Heavily graffiti'ed lifebelt station and signage creating blight along the river towpath.</p>

## Destruction of property and habitat

7/12/15	Osney Lock		A graffiti'ed sign creating blight and obscuring information for users of the towpath and river.
20/12/15	Hythe Bridge		Fencing and traffic cone thrown in to the river from Hythe Bridge
23/12/15	Riverbank behind Abbey Road		Recently restored area of riverbank damaged after unlawfully moored boaters erected fencing alongside their boats and scraped off the topsoil.

## Noise and smoke

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Date	Location	Details
10/09/12	Castle Mill Stream Jericho	There has been no change in the situation nor any further threats from XX. My immediate neighbour has reported some late night disturbances around our shared building, and called the Police ... my neighbours don't know who the person / people were.
09/10/12	Towpath near Isis Farmhouse Tavern	The problem has not gone away since I emailed you. There are now seven or eight permanently moored boats, which have not moved for months, and the anti-social behaviour and nuisance associated with them is continuing. This evening, walking home along the towpath, my husband and I had to pass the resident on the boat nearest Donnington Bridge who was standing on the towpath shouting and swearing continually - he was talking about his "crack habit" which he said he had had for years. Our fear of encountering this kind of behaviour is preventing us using the towpath after dark. The back yard of our property ... is also now being used as a loo by the boat residents - either the humans or the dogs or (most likely) both.
08/04/13	River towpath behind Abbey Road	I wish to raise a matter of ongoing concern regarding a barge, presumably moored legally, at end of Abbey Road... The barge has been moored in this location for at least a month, and in that time the resident of the barge, has persisted in burning solid fuels throughout the day and well into the night. This results in a very heavy and unpleasant tar-like smell which lingers in the air and permeates throughout our house... I do not wish to sound overly dramatic, however the situation does not seem to be changing and I'm curious as to whether anything can be done about it.

## Noise and smoke

<p>Autumn 2015</p>	<p>Aristotle Lane</p>	 <p>Stationary boat emitting both diesel fumes and smoke at the same time (above)</p> <p>On the left is the pollution it produces as a result – the playground is immediately behind the trees, and adjacent is the walking route to [a nursery]... The towpath is a busy walking/cycling route to the station at that time of the morning</p>
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## Noise and smoke

Autumn  
2015

Aristotle Lane



Permanently moored boat emitting smoke (left),  
and the resultant pollution on St Edward's school  
playing fields (below)

## Noise and smoke

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Autumn 2015	Aristotle Lane		Diesel fumes polluting the tow path (right)
22/01/2016 10:06	Aristotle Lane	There's dreadful smoke coming from boat called xxx at the moment. I can smell it right at the top of the garden 100 feet away.	

## Dog control

Date	Location	Details
09/10/12	Towpath near Isis Farmhouse Tavern	<p>The problem has not gone away since I emailed you. There are now seven or eight permanently moored boats, which have not moved for months, and the anti-social behaviour and nuisance associated with them is continuing. This evening, walking home along the towpath, my husband and I had to pass the resident on the boat nearest Donnington Bridge who was standing on the towpath shouting and swearing continually - he was talking about his "crack habit" which he said he had had for years. Our fear of encountering this kind of behaviour is preventing us using the towpath after dark. The back yard of our property ... is also now being used as a loo by the boat residents - either the humans or the dogs or (most likely) both.</p>

## Obstruction of the pathways

Date	Location	Details
05/06/2012	Canal towpath, North Oxford	 <p data-bbox="1182 300 2063 639">Mooring rope across the towpath in North Oxford</p>
10/05/13	Towpath behind Abbey Rd	 <p data-bbox="1742 679 2047 1098">I wish to object most vehemently about the erection of the fencing on the towpath behind what was Avis [erected by boaters]. This is an extremely dangerous and intrusive piece off vandalism on the</p> <p data-bbox="689 1107 1957 1142">bank side that the council spent many tens of thousands of pounds repairing just recently.</p> <p data-bbox="689 1177 2047 1382">I was walking with my grandchildren along the towpath and we were nearly mown down twice by cyclists as we could not move to the side by the river as it has been, I believe, illegally fenced off. Furthermore the bank was repaired in such a way as to attract wild life and make it picturesque for all to enjoy. Also most off these boats have not moved in many months so where is their effluent going? I look forward to your response.</p>

## Obstruction of the pathways

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05/09/14	Jericho	Some [people] have put a rope the whole length of the towpath here with notes claiming the land for the Oxford Boaters Soviet or so such. Doesn't mean anything but the rope is pulling the plantings down and there's a real risk of people tripping over and going into the river.
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## Store items or erect structures

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Date	Location	Details
15/03/12	River Towpath along Sidelings Island	 <p data-bbox="1335 341 2029 411">Boat owner debris just along the towpath when a boat moved on.</p>
14/04/2014	Jericho footbridge	<p data-bbox="622 722 1995 866">If you go over the footbridge from Jericho to the canal towpath, the grassy area at the end of the footbridge has two unlawfully moored boats and various kinds of rubbish, including a huge pile of logs and bits and pieces of other things, with several old doors on top of it. It has been like that for years. It is a real eyesore and I get lots of complaints about it.</p>
25/03/2015	Castle Mill Stream Jericho	<p data-bbox="622 906 2018 976">The area adjacent to the bridge across the canal from the tow path to the north end of Canal street is still occupied, and to be frank is a real mess.</p> <p data-bbox="622 1018 2047 1272">William Lucy Way Residents Association: "It was discussed about the campaign (we have observed) to claim some form of ownership over the strip of land along the riverbank to the west of the canal path that runs from here into town. This campaign appears to be co-ordinated by a self-appointed group of people ... connected, it seems, with a legitimate desire to safeguard spaces for mooring boats. It also raises a question more generally about ownership of land where (by custom) certain people use it for their own purposes while mooring boats nearby."</p>

## Store items or erect structures

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28/12/15	Canal towpath just north of Elizabeth Jennings Way.		Large quantities of boat owner debris (some of which has been abandoned) scattered along an extensive area of the canal towpath.

## Mooring consent

Date	Location	Details
24/4/2013	Sidelings Island	 <p data-bbox="1135 619 1323 651">Sunken boat</p>
25/03/2014	Castle Mill Stream	<p data-bbox="674 660 2042 802">“XXX” along with another Narrow boat without a name. As we know this Narrow boat is a problem. Both Boats as far as I can see are unlicensed and will be dealt with accordingly. “YYY” which is a very run down boat which has no license and is slowly sinking. This is opposite the Rewley road town houses</p>
13/06/2014	All areas	<p data-bbox="674 812 2027 1062">Are you the department that looks after the tow path and the mooring sites? If so, what a disappointment and disgrace to a City so iconic. No moorings to speak of for visitors as they seem to be taken by 'live aboards'. Visitors as you know bring 'money' into the City, how are visitors supposed to moor when no regulation seems to exist to move craft on after 'x' number if days. I visit to Abingdon might be worthwhile! Disgraceful behaviour along the tow path, not only by 'the drunks' but the rudeness of bike users. By its name 'path' had to walk in single file and watch my back all the time.</p> <p data-bbox="674 1106 1720 1137">Not impressed with this fine City. Have needed to moor over a mile away.</p>
17/09/2014	Iffley lock	<p data-bbox="674 1147 2007 1249">I have just had a call from [the Environment Agency]. He is looking to serve notice to move all the boats causing an obstruction near the lock, including the one which keeps sinking. He had some technical questions which require OCC input.</p>
06/10/2014	Folly Bridge to Donnington	<p data-bbox="674 1259 1977 1326">It seems there are some major issues impacting upon the safety of rowers, for the most part between Donnington Bridge and Iffley Lock.</p> <p data-bbox="674 1329 2042 1391">The single biggest problem is presented by unauthorised moorings on this stretch of river. By way of context: there are some 40 different rowing clubs using a narrow stretch of river, including</p>

## Mooring consent

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		<p>many youngsters and many more inexperienced rowers. The people residing in these boats have been responsible for litter, but have also been chaotic, starting drinking very early (and spilling out onto the towpath), verbally abusing passers-by, and on one occasion actually threatening one of the people involved with a ground spike.</p> <p>Their parking is sometimes chaotic, for instance with boats double-parking or at least jutting out onto the main waterway (which at this stretch is quite narrow). A particular problem is presented by two large Dutch barges.</p> <p>These issues present major safety concerns for the rowers: on several fronts. First, many feel intimidated by the behaviour, and of course the towpath can become obstructed by chaotic antics. Second (and more significantly), unexpected boats jutting out on a narrow stretch of river present a navigational hazard. Third (and perhaps most important), in places the boats can no longer be seen from the river bank (which is an essential part of their safety, when they are being accompanied by an experienced coach), nor could anyone enter the river to undertake a rescue. There is a rule that rescue is undertaken by ropes, not a launch, and it would be severely impeded by some of these boats.</p> <p>A particular problem is presented by a boat called "Otta". It frequently half-sinks, and then is refloated. Diesel has repeatedly leaked, and been topped up (obviously polluting the river), and it is moved on a few hundred yards by the owner. If and when it completely sinks, it will present a very significant navigational hazard (as it will be partly concealed but be a dangerous object).</p>
30/05/15	Landing stage	 <p>House boat ... has been moored illegally at City of Oxford RC. The boat was subject to a Harbour Master Order issued by the EA in conjunction with OCC to be enforced last Wednesday 22nd May for the College Summer Eights event. When the EA went to enforce the order they found the boat had been moved from its mooring to City of Oxford RC. Nobody seems to know who moved the boat, but this meant the EA could not enforce the order. It now represents a danger to navigation, but my greatest concern is that we have a large group</p>

## Mooring consent

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		of Juniors and Vulnerable Adults who are exposed to the dangers this represents. The landing stage is in use most days and over the weekends.
23/07/2015	Donnington Bridge	<p>URN relates to a member of the public calling in as approx. 7.30am a rower got quite close to a boat on Donnington Bridge. The owner of the boat started leaning out of the window and was shouting and throwing eggs at the caller and rowers. He threatened to kick their faces in if they come near his boat again.</p> <p>The male was spoken to by the Police and admitted throwing eggs and confirmed boat is called ...</p>
		 <p>Unfortunately ... owned by ... has now just moved across the river to Port Meadow side. I have spoken to him today and pointed out that there is no mooring on the meadow but he refuses to cooperate.</p> <p>Despite the importance of this site it is not covered by any byelaws or other legislation that will allow me to force him to move on.</p>
01/02/2016	Abbey Road	 <p>Boats moored on land owned by Oxford City Council were requested to leave the area. Letters of notification of trespass action issued in Autumn 2015. Agreement by owners to remove their boats once safe to do so. Two boats slipped their moorings and sunk in the Thames. Environment Agency and Fire and Rescue Service called to re-float and secure the boats:</p> <p><a href="http://www.oxfordmail.co.uk/news/14245259.UPD_ATE_Canal_boat_capsizes_after_two_crash_into_Botley_bridge/">http://www.oxfordmail.co.uk/news/14245259.UPD_ATE_Canal_boat_capsizes_after_two_crash_into_Botley_bridge/</a></p>

## Mooring consent

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30/11/2015	Iffley lock	<p>The very large cruiser Tethys appears to have come adrift overnight, and is now (Monday afternoon) lodged on the east bank of the Thames, 200m upstream of Iffley lock. I cannot see anything (when I look from the towpath on the west bank) tethering it to land.</p> <p>If the wind changes in speed or direction, or rain falls and increases stream speed, it will move into the centre of the stream, causing a hazard to other river users, or downstream onto piles or sluices, causing a flood hazard.</p> <p>Of note, this boat has come 'adrift' several times in the last year or two. By implication, it is not being secured properly when it is left unattended, causing a hazard to others.</p>
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## Appendix 2: Draft Waterways PSPO

### OXFORD CITY COUNCIL

#### ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

#### PART 4, SECTION 59

#### PUBLIC SPACES PROTECTION ORDER

#### PUBLIC SAFETY ON OXFORD'S WATERWAYS

- 1 The Order applies to the public areas shown delineated by the black line on the plan annexed to this Order (the Restricted Area):

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 all waterways within the Oxford City Council local authority area shown delineated by the blue line on the plan annexed to this Order, and land within five metres of these waterways where the public has express or implied access (the Restricted Area):
- a. **No person shall moor any boat or amphibious craft to any land without the consent of the land owner, or managing authority, or breach any conditions imposed by the land owner or managing authority;**
  - b. **No person shall obstruct a footpath, river bank, canal bank or waterway;**
  - c. **No person shall store items or erect structures without the consent of the landowner on land adjoining the river bank or canal bank;**
  - d. **No person shall create smoke or noise pollution causing annoyance to others;**
  - e. **No person shall tamper with waterways habitats, signage, lifebelts, fencing or other waterways infrastructure;**
  - f. **No person shall refuse to stop drinking alcohol, or to hand over containers (sealed or unsealed) which are believed to contain alcohol, when required to do so by an authorised officer in order to prevent a public nuisance or disorder;**
  - g. **Any person in charge of a dog within the restricted area shall be in breach of this Order if he/she:**
    - **Fails to put the dog on a lead and keep it under control when requested to do so by an authorised officer.**
    - **is found to be in charge of more than four dogs at the same time 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.**

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

2016

Signed

.....

## **THE RESTRICTED AREA**

[To be inserted]

### **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.

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### **Appendix 3: Public Spaces Protection Orders**

1. The Public Spaces Protection Order provision of the Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') has been in operation since 20th October 2014.
2. Public Spaces Protection Orders (PSPOs) provide a means of preventing individuals or groups 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 and appeals against a 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.
7. 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.
8. The restrictions and requirements included in a PSPO may be comprehensive or targeted on specific behaviours by particular groups and/or at specified times.
  9. Orders can be enforced by a police officer, a police community support officer, designated council officers and employees of other delegated organisations.
  10. 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. The policy is available on the council's website.
  11. 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.
  12. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.
  13. 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.
  14. 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

15. 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.
16. 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.
17. The relevant protected characteristics are age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

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Appendix Four: Waterways 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
Waterways Public Spaces Protection Order	Low response rate to the consultation	Threat	Challenges in reaching those affected by the order.	Negative reputation of council	01/02/2016	Richard Adams	3	3	3	3	2	2	Consultation questionnaire designed by OCC consultatoin officer.	Promotion of on-line questionnaire through social media and signage on the waterways. Letters written to every Riparian owner and delivered to all boats on the waterways.	11th June 2015	On-going		Richard Adams

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## Form to be used for the Full Equalities Impact Assessment

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<b>Service Area:</b> Community Services		<b>Section:</b> Community Safety	<b>Date of Initial assessment:</b> 1 <sup>st</sup> February 2016	<b>Key Person responsible for assessment:</b> Richard Adams	<b>Date assessment commenced:</b> 1 <sup>st</sup> February 2016	
<b>Name of Policy to be assessed:</b>			Waterways Public Spaces Protection Order			
<b>1. In what area are there concerns that the policy could have a differential impact</b>			<i>Race</i>		<input checked="" type="checkbox"/> <i>Disability</i>	
			<i>Gender reassignment</i>		<i>Religion or Belief</i>	
			<i>Sex</i>		<i>Pregnancy and Maternity</i>	
<b>Other strategic/ equalities considerations</b>			<input checked="" type="checkbox"/> <i>Safeguarding/ Welfare of Children and vulnerable adults</i>		<input checked="" type="checkbox"/> <i>Mental Wellbeing/ Community Resilience</i>	
<b>2. Background:</b>  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 considering consulting on a draft Public Spaces Protection Order (PSPO) for the waterways of Oxford, restricting a number of behaviours. 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>Consultation on the draft order is unlikely to have an impact on protected characteristics or other strategic equalities considerations. However, the ability to access the consultation may be dependent upon a person's vulnerabilities, in particular the safeguarding of children and vulnerable</p>			

## Appendix 5: Oxford Waterways Public Spaces Protection Order – Equalities Impact Assessment

	<p>adults, mental well-being and community resilience, and disability. The impact on all factors has been considered.</p> <p>The assessment makes due regard to whether consultation on the draft order will:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Equalities Act;</li> <li>• Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</li> <li>• Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul>
<p><b>3. Methodology and Sources of Data:</b></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 complaints to the City Council and police.</p>
<p><b>4. Consultation</b></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"> <li>• Why you carried out the consultation.</li> <li>• Details about how you went about it.</li> <li>• A summary of the replies you received from people you consulted.</li> <li>• An assessment of your proposed policy (or policy options) in the light of the</li> </ul>	<p>Implementation of a Public Spaces Protection Order requires public consultation as set out in the Anti-Social Behaviour Crime and Policing Act 2014.</p> <p>The consultation methodology suggested is described in the reported and agreed by the city council’s Public Involvement Board.</p> <p>It primarily consists of an on-line questionnaire and letters to Riparian landowners and boat dwellers.</p> <p>The questionnaire will provide sufficient opportunity for respondents to include “free text” replies, allowing them to describe in their own words their views on each section.</p>

**Appendix 5: Oxford Waterways Public Spaces Protection Order – Equalities Impact Assessment**

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<p>responses you received.</p> <ul style="list-style-type: none"> <li>• A statement of what you plan to do next</li> </ul>			
<p><b>5. Assessment of Impact:</b> 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><b>Consultation, on-line and by letter</b> The suggested methodology for consulting on the draft waterways PSPO is through an on-line questionnaire available via the council’s consultation webpage. Information such as area of residence and other demographic factors can be captured. Those who own land that borders a waterway (Riparian landowners), or who live on the water, will receive a letter asking for a their views and experiences of the waterways and their thoughts on the draft order. They will also be encouraged to complete the questionnaire.</p>		
<p><b>Race</b> Neutral</p>	<p><b>Disability</b> Negative Mental health considerations will be taken into account by officers.</p>	<p><b>Age</b> Neutral</p>	
<p><b>Gender reassignment</b> Neutral</p>	<p><b>Religion or Belief</b> Neutral</p>	<p><b>Sexual Orientation</b> Neutral</p>	
<p><b>Sex</b> Neutral</p>	<p><b>Pregnancy and Maternity</b> Neutral</p>	<p><b>Marriage &amp; Civil Partnership</b> Neutral</p>	
<p><b>Safeguarding/ Welfare of Children and vulnerable adults</b> Negative Mental health considerations and other vulnerabilities will be taken into account by officers.</p>	<p><b><i>Mental Wellbeing/ Community Resilience</i></b> Negative Mental health considerations will be taken into account by officers.</p>		

## Appendix 5: Oxford Waterways Public Spaces Protection Order – Equalities Impact Assessment

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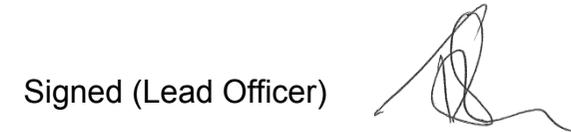
<p><b>6. Consideration of Measures:</b></p> <p>This section should explain in detail all the consideration of alternative approaches/mitigation of adverse impact of the policy</p>	<p>For those people who are unable to access the questionnaire, a hard copy version will be available on request and in an alternative language if necessary.</p>				
<p><b>6a. Monitoring Arrangements:</b></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>Response rates and demographic data will be monitored to assess the effectiveness of the questionnaire and letters.</p>				
<p><b>7. Date reported and signed off by City Executive Board:</b></p>	<p>March 2016</p>				
<p><b>8. Conclusions:</b></p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>Consultation on a draft waterways PSPO will enable residents, visitors and those who work in Oxford to express their views on the introduction of an order designed to prevent certain behaviours taken place in or on the waterways. These behaviours must be, or are likely to be, persistent and detrimental to those living in the area.</p>				
<p><b>9. Are there implications for the Service Plans?</b></p>	<p>NO</p>	<p><b>10. Date the Service Plans will be updated</b></p>		<p><b>11. Date copy sent to Equalities Officer in HR &amp; Facilities</b></p>	<p>3<sup>rd</sup> Feb 2016</p>

**Appendix 5: Oxford Waterways Public Spaces Protection Order – Equalities Impact Assessment**

<p><b>.13. Date reported to Scrutiny and Executive Board:</b></p>	<p>March 2016</p>	<p><b>14. Date reported to City Executive Board:</b></p>	<p>March 2016</p>	<p><b>12. The date the report on EqlA will be published</b></p>	<p>March 2016</p>
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Signed (completing officer)



Signed (Lead Officer)

**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 Franklin, Solicitor

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## Appendix 6: PSPO consultation waterways map



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# Agenda Item 6

## Performance Summary

Scrutiny Committee

Trends compare relative performance with

Green = target met

Amber = within tolerance

Red = outside tolerance

Prd: previous month

Prev Year End: previous March

Dec-2015

Year on Year: the same period from the previous year

Measure		Owner	Result 2014/15	Latest Data		Year End Target 2015/16	RAG	Trends			Comments
Ref	Description			Target	Result			Prd	Prev Year End	Year on Year	
<b>Cleaner Greener Oxford</b>											
ED003	ED003: The number of enforcements carried out as a result of environmental offences	Richard J Adams	1,406 Number	100 Number	1,383 Number	100 Number	G				The team have achieved annual cumulative targets and are concentrating in Q4 on demand reduction and education activities
ED004	ED004: The % of OxFutures programme milestones met	Jo Colwell	100%	100 %	100%	100 %	G				Milestones are met, but investment target is £4m out of £18m target by Nov 2016. This is monitored by the project board on a monthly basis.
NI195b	NI195b Percentage of streets with detritus levels falling below Grade B (YTD)	Geoff Corps	2.10%	3.00%	0.57%	3.00%	G				Year to date 4 out of 707 streets inspected were below grade B. In December of the 80 streets was below grade B
<b>Corporate Health</b>											
BIT021	BIT021: Number of authorised procurement practitioners in Service Areas	Caroline Wood	15 Number	18 Number	22 Number	25 Number	G				Cohorts 1 and 2 have been completed with 22 officers remaining. Cohort 3 is underway with 9 delegates continuing with the course and 8 on Cohort 4
BIT022	BIT022: Level of efficiency savings, income generation identified through service reviews and process/system improvement projects	Jan Heath	£758,951	£154,000	£102,063	£330,000	R				Current efficiencies identified (to be achieved this financial year and 2016/17) stands at £297,119. This excludes efficiencies achieved through Admin Review and significant cost avoidance identified through implementation of the new Fraud Detection system.
CH001	CH001: Days lost to sickness	Simon Howick	7.09 days	4.50 days	4.95 days	6.00 days	R				We are continuing to manage sickness tightly and supporting employees through well-being initiatives. We will focus on the top 3 reasons for absence to see what further improvements can be made.
BV016a	BV016a: Percentage of employees with a disability	Simon Howick	8.52%	10.00%	8.45%	10.00%	A				Numbers remain fairly consistent, with little movement. HR & Payroll will be running a gap analysis in early 2016 around where staff have not reported anything and will look to ensure that data gaps are explained. An analysis of the current data also suggests that some information might be mistakenly uploaded as a disability which might more appropriately be seen as a temporary medical condition which isn't covered by the Equality Act 2010. HR will do more analysis around these cases.
BV017a	BV017a: Percentage of black and ethnic minority employees	Simon Howick	7.2%	9.0%	7.8%	9.0%	A				This is the highest figure reported over the past five years and represents an increase of 0.7% on the previous year. BME application rates are at their highest, averaging 22% for the year to date. HR & Payroll will be looking to follow up all continued data gaps early in 2016 to ensure that staff are reminded to

												complete their self-declarations.
<b>Empowerment</b>												
LG002	LG002: Achieve the electoral registration household registration rate	Jeremy Thomas	96.60%	96.00%	96.90%	96.00%	G		↑	↑		This relates to 2014/15 as data for 2015/16 will not be available until March 2016
<b>Great Customer Contact</b>												
CS001	CS001: The % of customers satisfied at their first point of contact	Helen Bishop	84.95%	80.00%	81.11%	80.00%	G		↓	↑		Our overall customer satisfaction results increased in December to 77.21% from 72.71% in November, which brings the year to date to 81.11%. Both the scores for telephony and web improved but face to face results declined. We are working hard with the Customer Service Officers to encourage them to offer surveys on every call as the good scores we typically receive for telephony feedback will help us drive up the overall quality score.
PC027	PC027: Increase the Number of people engaging with the Council's social media accounts	Chris Lee	72,587 Number	62,146 Number	62,146 Number	62,895 Number	G	↑	↓	↓		Facebook: Followers: 28 Jan 3,486 Twitter: Followers: 26 Jan 22,832;  **Temporarily changed reported figure of 26318 to remove from CEB report ***
CS003	CS003: Customers getting through first time on Councils Main Service lines	Helen Bishop	95.45%	95.00%	93.61%	95.00%	A		↓	↓	↑	We were offered 13489 calls into the Contact Centre (2979 less calls than November) and answered 12639 of them in house (93.70%). Part of this decrease in call volume can be attributed to the lower call volumes received over the Christmas period. We sent Capita, our overflow provider 1086 calls less than November and they answered 90.34% bringing our overall performance this month to 93.61% of calls answered, slightly up compared to this time last year. We are working hard to improve our performance and have the following initiatives underway: <input type="checkbox"/> We are bringing all calls in house from 1st Feb so will no longer be using Capita as an overflow on Council Tax and Benefit calls. We have recruited 5 additional staff on a Fixed Term contract who are now trained to take these calls. This will enable us to provide a quicker more efficient service to our customers <input type="checkbox"/> We now have 10 CSOs who can work from home. We have found that when working from home productivity and capacity improves to do extra hours if the need arises increases, giving greater flexibility. Another 11 CSOs are interested in working from home and we will be looking to set these up over the coming months. <input type="checkbox"/> We have asked our part-time staff if they would be willing to work some additional hours for us from February through to the end of March, so that we can mitigate the impact of current vacancies and handle the increased call volumes due to end of year letters going out mid-March.
CS004	CS004: Enquiries resolved by customer service centre without hand off	Helen Bishop	91.60%	90.00%	91.35%	90.00%	G		↓	↓	↓	
<b>Improve Recycling</b>												

NI191	NI 191 The Kg of waste sent to landfill per household (YTD)	Geoff Corps	415.03 kgs	318.75 kgs	273.27 kgs	425.00 kgs	G				Result is provisional. lots of work is being carried out to reduce refuse waste and increase recycling across the city
NI192	NI192 Household waste recycled and composted (YTD)	Geoff Corps	45.85%	45.90%	47.01%	46.50%	G				Result is provisional. lots of work is being carried out to reduce refuse waste and increase recycling across the city
<b>Participation in Healthy Activities in the most deprived wards</b>											
NI008	NI008 The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	Ian Brooke	31.3%	31.5%	31.5%	31.5%	G				Sport England's Active People survey is an annual survey (December) that measures the percentage increase in numbers of adults taking part in regular sport, an interim result is also published in June.  The result shown is the full result of 31.3% which places Oxford City in the top 14 of all Councils within the Country, top within the County which is a phenomenal result and is a 10.4% increase from the baseline figure of 20.7 which was recorded in 2005/6
LP106	To increase participation at our leisure centres by target groups	Ian Brooke	17%	3 %	9%	3 %	G				Above profiled target. Circa 365k visits Y-T-D
<b>Reduce Emissions</b>											
ED002	ED002: The reduction in the city council's carbon footprint	Paul Robinson	800 Tonnes	159 Tonnes	398 Tonnes	454 Tonnes	G				St Aldates Chambers Solar PV planning conditions discharged and installer selected to commence installation of the 21.5kWp system on Jan 6 2016 - targeting commissioning of 14 Jan  <input type="checkbox"/> 16 domestic solar PV systems installed in Barton and registered for Feed in Tariff payments  <input type="checkbox"/> 101 billing queries closed between April and December 2015 with a total saving of £59,126.77
LP008	To reduce the use of utilities in Leisure facilities	Ian Brooke	2 Kgs CO2	2 Kgs CO2	2 Kgs CO2	2 Kgs CO2	G				On target Y-T-D
<b>Youth Ambition</b>											
BI002a	BI002a: The number of training places and jobs created as a result of Council investment and leadership	Nigel Kennedy	432 Number	519 Number	464 Number	550 Number	R				We are expecting to see a positive increase in this target when the contract for the refurbishment of the Tower Blocks commences this year. Site work commences January/February 2016
BI002b	BI002b: The number of Council apprenticeships created through Council investment for those who live in Oxford	Simon Howick	21 Number	26 Number	6 Number	26 Number	R				We have 19 in post at the moment - because of the ebb and flow of apprentices who are in various stages of their programme - e.g. we have just appointed 2 more into permanent roles.
LP119	The number of young people accessing youth engagement projects and activities outside school hours	Ian Brooke	6,033 Number	4,700 Number	4,708 Number	5,400 Number	G				The YA programme is on target with the following participants.  Youth Voice 55 YA Funding 960 HA Funding 1248 PF 429 CSAF 1191 Free swim lessons 47

											Free swim card holders 412 StreetSports 366
 PC004	PC004: Grow level of active participation in dance through programme of events	Claire Thompson	8,788 Number	3,200 Number	5,003 Number	7,200 Number	G				No new events in December

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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 Scrutiny 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, Sanders & Wade; Geno Humphrey (co-optee). 1 'opposition member' vacancy.

### 2. Items called in and Councillor calls for action

City Centre Public Spaces Protection Order

### 3. Items referred to Scrutiny by Council

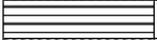
Revised Oxpens Delivery Strategy

#### 4. Review panels and ad hoc panels in progress

Topic	Scope	Status	Nominated councillors
Waste Water Flooding	To continue engagement with Thames Water Utilities on sewerage flooding	Closed. TWU asked to facilitate a seminar	Cllrs Darke (Chair), Goddard, Pressel & Thomas
City Centre PSPO	To pre-scrutinise the city centre PSPO decision in a one-off meeting	Closed – report and response published	Cllrs Gant (Chair), Clarkson Taylor & Thomas
Cycling	To review how to make best use of unallocated cycling investments	Closed – report and response published	Cllrs Upton (Chair), Gant, Pressel & Wolff
Inequality	To review how the City Council can combat harmful inequality in Oxford	Closed – report and response published	Cllrs Coulter (Chair), Gant, Lloyd-Shogbesan & Thomas
Recycling Rates	To monitor recycling and waste data and recycling incentives	Closed.	Cllrs Fry (Chair), Hayes & Simmons
Guest Houses	To review the case for interventions to prevent exploitation in guest houses	Closed – report published, awaiting response	Cllrs Coulter (Chair), Paule, Royce & Simmons
Budget Review 2016/17	To review the Council's 2016/17 draft budget and medium term financial plan	Closed - report and response published	Finance Panel Members
Equality & Diversity	To review barriers faced by under-represented groups in employment and anti-discrimination practices.	In progress	Cllrs Hayes (Chair), Altaf-Khan, Taylor & Thomas

#### 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 Scrutiny 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?*

### Carry forward items

Topic carried forward from 2014/15	Description	Progress
Discretionary Housing Payments	Mid-year update on spending profiles.	Completed
Performance Monitoring (corporate)	Quarterly report on a set of Corporate and service measures chosen by the Committee.	On-going (expected in March)
Oxfordshire Growth Board	To will monitor agendas and minutes published by the Board.	On-going
Taxi licensing	To review rules and processes; to understand driver issues and consider policy changes.	Completed
Fusion Lifestyle annual performance	Annual item agreed again by the Committee to consider performance against contract conditions.	Completed
City Centre Public Spaces Protection Order	To pre-scrutinise the revised City Centre PSPO decision following submission by Liberty; to monitor how the PSPO is working, once in place and whether it is achieving desired outcomes.	Completed
Local Economy	To monitor progress of agreed recommendations and review the business case for a Business Improvement District.	Expected in April
Forward Plan items	To consider issues to be decided by the City Executive Board.	On-going

### New suggestions rated as a higher priority for inclusion in the scrutiny work programme

Topic	Description	Progress
Equality and Diversity	To scrutinise a particular diversity strand in detail. For example, the work the Communities (CAN) team is doing with BME communities to build cohesion and tackle CSE.	In progress
Youth Ambition	To receive an update on spend and outcomes of the Council's Youth Ambition programme.	Expected in April
Tackling loneliness among the elderly	To consider the Council's role in tackling loneliness among the elderly.	Expected in April
Educational Attainment	To monitor the Council's Educational Attainment Programme.	Expected in June
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.	Expected in April
Arrangements for dealing with employment, training and HR matters	To consider whether the Council would benefit from having different arrangements (e.g. a Personnel Committee) to deal with employment, training and HR matters for staff.	TBA – review group or one off panel needed but no capacity
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.	Expected in June

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### New suggestions rated as a lower priority for inclusion in the scrutiny work programme

Topic	Description	Progress
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.	N/A
Public Communications	To receive an update on changes to the Council's communications and reputation management functions.	N/A
Graffiti	To receive an update on the Council's approach to preventing and removing graffiti.	Expected in April

Complaints received by the City Council	To monitor complaints made about the City Council.	To be reported quarterly from July
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.	Expected in April
Contact Centre performance	To receive an update on the performance of the Council's customer services contact centre.	Completed
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.	N/A
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.	N/A
The Council's external contracts, funding raised and their impacts	To receive an update on how much Council funding is raised by taking on external contracts and how this contract work impacts on other Council activities.	Completed (focus in Budget Review)
Better Partnership with the County Council	To consider how the City Council and County Council could strengthen their partnership working in key areas.	Consider in other topics

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### New suggestions not taken forward in scrutiny work programme

Topic	Reason removed
Cycling	Cycling Panel will end when report submitted
Oxford Transport Strategy	Already considered by Cycling Panel / little influence
S106 funding	Already considered by Cycling Panel
New community centre for Jericho	Area-specific
Child Poverty	Already considered by Inequality Panel
How to improve the health of people in the city	Responsibility of Joint Health Committee
Primary care in Oxford	Responsibility of Joint Health Committee
Mental health services	Responsibility of Joint Health Committee

**6. Draft Scrutiny Committee Agenda Schedule**

<b>Date, time &amp; room</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
7 March, 6.15pm, St. Aldate's Room	1. Universal Credit Delivery Partnership Agreement (pre-decision)	Cllr Brown; Paul Wilding
	2. Working with those already NEET - application to European Structural & Investment Fund (pre-decision)	Cllr Brown; Paul Wilding
	3. Waterways PSPO – pre consultation (pre-decision)	Daryl Edwards & Simon Manton
	4. Performance Report – 2015/16 quarter 3	N/A
5 April, 6.15pm, St. Aldate's Room	1. Youth Ambition programme	Hagan Lewisman
	2. Employment of interns, apprentices and work experience students	Jarlath Brine
	3. Preventing isolation	Luke Nipen.
	4. Graffiti	Doug Loveridge
	5. Tree Policy	Stuart Fitzsimmons
	6. Westhill Farm (TBC)	David Edwards & Julia Castle
	7. Recommendation Monitoring – Local Economy	Cllr Fry; Laurie-Jane Taylor
	8. Report of the Diversity Review Group	Cllr Hayes

***Provisional 2016/17 dates: 7 June, 4 July, 5 September, 3 October, 7 November, 6 December, 30 January, 28 February, 27 March & 2 May***

## Appendix 1 - Finance Panel work programme 2015-16

### Items for Finance Panel meetings

<b>Suggested Topic</b>	<b>Suggested approach / area(s) for focus</b>	<b>Progress</b>
Budget 2016/17	Review of the Council's medium term financial strategy.	Completed
Budget monitoring	Regular monitoring of projected budget outturns through the year.	Completed
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.	Completed
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.	Completed
Recommendation monitoring - Budget Review 2015/16	To receive an update on the progress of the Panel's budget review recommendations from 2015/16.	Completed
Recommendation monitoring – European Funding	To receive an update on the progress of the Panel's European Funding recommendations.	Completed
Council tax exemptions	To receive an update on the financial implications of different types of exemptions.	Expected in April

### Draft Finance Panel agenda schedule

<b>Date and room (all 5.30pm start)</b>	<b>Agenda Item</b>	<b>Lead Member; Officer(s)</b>
7 April, Plowman Room	1. Council Tax Exemptions	Nigel Kennedy & Tanya Bandekar
	2. Low Carbon Hub funding model	Steve Drummond (Low Carbon Hub)

***Provisional 2016/17 Finance Panel dates: 8 September 2016, 8 December 2016, 16 January 2017, 1 February 2017 & 29 March 2017 (all 5.30pm starts)***

## Appendix 2 - Housing Panel work programme 2015-16

### Items for Housing Panel meetings

<b>Topic</b>	<b>Approach</b>	<b>Progress</b>
Tenant Involvement	Review group or one-off panel to look at how tenants are involved in decisions that affect them.	Expected in April
Performance monitoring	Regular monitoring of housing performance measures.	Ongoing (Completed in March)
STAR survey results	Annual monitoring of results of the tenant survey.	Expected in June
Rent arrears	Monitoring of performance measures; update report.	Completed
De-designation of 40+ accommodation	Final annual report on the latest phase of the de-designation of 40+ accommodations.	Expected in April
Homelessness	Mid-point review of homelessness action plan. Pre-scrutinise allocation of prevention funds.	Ongoing (Completed in March)
Supporting people	Verbal updates on the joint commissioning of housing support services.	Completed
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.	Completed
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.	Expected in March
Great estates programme	Request report to update members on capital investments to improve housing estates including Blackbird Leys and Barton and refurbish tower blocks.	Expected in March
Asset Management Strategy	Pre-scrutinise asset management strategy for Council's housing stock.	Completed
Sustainability of Council housing & HRA BP	Pre-scrutiny of report to CEB expected in 2016. Focus in Budget Review.	Completed
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
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	Expected in June

Houses in Multiple Occupation (HMO) Licensing	Pre-scrutinise report to CEB setting out the results of the statutory consultation and the proposed future of the licensing scheme.	Completed
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.	Completed
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.	Completed
Housing Development delivery models	Pre-scrutinise report to Council setting out possible housing development models e.g. a housing company for Oxford.	Expected in March

### Draft Housing Panel Agenda Schedules

<b>Date and room (all 5pm start)</b>	<b>Agenda Item</b>	<b>Lead Officer(s)</b>
9 March, Plowman Room	1. Performance Monitoring – quarter 3	N/A
	2. De-designation year 5 report	Tom Porter
	3. Tower project update	Stephen Clarke & Martin Shaw
	4. Update on the Great Estates programme	Martin Shaw
	5. Security in communal areas of tower blocks	Daryl Edmunds
	6. Allocation of Homelessness Prevention Funds (pre-decision)	Nerys Parry
	7. A Housing Company for Oxford (pre-decision)	Alan Wylde & Jeremy Thomas
11 April, St. Aldate's Room	1. Tenant Involvement (joint session with Tenant Scrutiny Panel)	Cllr Smith and Geno Humphrey

**Provisional 2016/17 Housing Panel dates: 7 July 2016, 5 October 2016, 9 November 2016, 1 March 2017 & 3 May 2017 (all 5pm starts)**

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# FORWARD PLAN

## March 2016 - February 2017

Published on: 26/02/16

### What is the Forward Plan?

The Forward Plan gives information about all the decisions (key and non-key) that the City Executive Board (CEB) is expected to take over the next year. For completeness, the Forward Plan also includes important decisions which will be taken by the full Council.

The Forward Plan provides an indicative date for matters to be considered by CEB. Where possible, CEB will keep to the dates shown, however, it may be necessary for some items to be rescheduled.

The Forward Plan is published on the Council's website on the first working day of the month. However, it is subject to regular revision and new issues or changes to existing issues will be posted on the website as soon as they are known.

The Forward Plan includes:

- a short description of the decision to be made
- who will make the decision
- when the decision will be made
- details of the planned consultation with local people and other stakeholders
- contact details for further information

### 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.

### Inspection of documents

The agenda papers (including the reports and background papers) for CEB meetings are available 5 working days before the meeting on the council website:

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

The Forward Plan is available to view at the Town Hall and also at the Central Library in the Westgate.

### Private meetings

The majority of the decisions taken by the CEB are made in the "open session" of a meeting when the press or public have the right to attend. However, some or all, of the information supporting decisions in the Forward Plan may be confidential and as such it will be taken in the "private session" a meeting when the press or public are excluded. Items that will be taken in "private session" 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:

T: 01865 252191

Email: [cityexecutiveboard@oxford.gov.uk](mailto:cityexecutiveboard@oxford.gov.uk)

### **The Council's decision-making process**

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**

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

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

## KEY EXECUTIVE DECISIONS DELEGATED TO OFFICERS

<b>ITEM 1:</b>	<b>AGENCY STAFF CONTRACT AWARD ID: I010929</b>
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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Executive Director for Organisational Development and Corporate Services
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Head of Business Improvement

<b>ITEM 2:</b>	<b>HOUSING IMPROVEMENT AGENCY CONTRACT AWARD ID: I011842</b>
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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	Executive Director for Regeneration and Housing
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Ian Wright, Service Manager Environmental Health iwright@oxford.gov.uk

<b>ITEM 3:</b>	<b>ARRANGEMENTS TO FACILITATE THE FITTING OF SOLAR PANELS ON COUNCIL-OWNED HOUSING STOCK ID: I012328</b>
A solar panel installation programme for council properties funded through a community-benefit model.	
On 15 October 2015 the City Executive Board resolved to:	
<ol style="list-style-type: none"> <li><b>Grant project approval</b> to fit solar panels on Council-owned housing stock in the manner described in this report;</li> <li><b>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</b></li> </ol>	

3. <b>Agree</b> 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.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	Chief Executive
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

## REPORTS TO CEB AND COUNCIL

### CEB 17 MARCH 2016 - REPORTS

<b>ITEM 4:</b>	<b>REVIEW OF OLDER PERSONS ACCOMMODATION /REVIEW OF SHELTERED HOUSING ID: I010356</b>
Approve outcomes of review, including future of some of the stock	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Frances Evans, Housing Strategy & Performance Manager fevans@oxford.gov.uk

<b>ITEM 5:</b>	<b>WATERWAYS PUBLIC SPACE PROTECTION ORDER ID: I013240</b>
The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary. <ul style="list-style-type: none"> <li>It will be submitted to CEB in March 2016 for approval pre-consultation.</li> <li>It will be submitted to CEB in June 2016 for approval post-consultation.</li> </ul>	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes - public consultation spring 2016. Specific groups include Riparian owners and waterways users.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Crime, Community Safety and Licensing
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Richard J Adams, Community Safety &

	Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk
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<b>ITEM 6:</b>	<b>ASSET MANAGEMENT PLAN 2016-2020 ID: I011608</b>
A new Asset Management Plan for the period 2016-2020. <ul style="list-style-type: none"> <li>This report was submitted to CEB in December 2015.</li> <li>The Asset Management Plan will be submitted to Council for adoption in March 2016.</li> </ul>	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board <input type="checkbox"/>
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health <input type="checkbox"/>
<b>Lead Executive Director</b>	Regeneration and Major Projects Service Manager <input type="checkbox"/>
<b>Report Contact</b>	Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

<b>ITEM 7:</b>	<b>WORKING WITH THOSE ALREADY NEET (NOT IN EMPLOYMENT, EDUCATION OR TRAINING) - APPLICATION TO EUROPEAN STRUCTURAL &amp; INVESTMENT FUND ID: I013218</b>
To request approval to deliver a project supporting young people into employment, education or training.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 8:</b>	<b>UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT ID: I013217</b>
To delegate authority for renewing the agreement with DWP for the provision of support in administering Universal Credit, to the Executive Director for ODCS.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services

<b>Report Contact</b>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk
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<b>ITEM 9:</b>	<b>ALLOCATION OF HOMELESSNESS PREVENTION FUNDS</b> <b>ID: I012816</b>
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Nerys Parry, Rough Sleeping and Single Homelessness Manager nparry@oxford.gov.uk

<b>ITEM 10:</b>	<b>INTEGRATED PERFORMANCE REPORT QUARTERLY 2015/16</b> <b>ID: I011045</b>
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2015/16 and may present budgetary amendments in the light of that information:	
<ul style="list-style-type: none"> <li>• Q1, 30 June – report in September 2015</li> <li>• Q2, 30 September - report in December 2015</li> <li>• <b>Q3, 31 December - report in March 2016</b></li> <li>• Q4, 31 March 2016 - report in June 2016</li> </ul>	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	
<b>Lead Executive Director</b>	
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

<b>ITEM 11:</b>	<b>AWARD OF THE LIFT MAINTENANCE AND WATER MONITORING CONTRACTS</b> <b>ID: I013246</b>
This report is asking for project approval and delegated powers to be given to Executive Director of Regeneration & Housing to approve the awards of a Lift Maintenance and Water Monitoring contracts following 2 open OJEU tender processes.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Nicky Atkin, Contracts & Procurement Specialist

<b>ITEM 12:</b>	<b>A HOUSING COMPANY FOR OXFORD ID: I012645</b>	
The report will set out the case for the establishment of a Council owned company to deliver additional affordable housing for Oxford.		
The recent 1% social rent cut in the budget and the policy on extending the Right to Buy to housing associations paid for from HRA budgets has led to the deferment of the new build Council housing programme. Some of the detail of these policies have only recently emerged only now allowing a meaningful discussion of the options available and the potential impacts on the Council.		
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000	
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially sensitive information may be included	
<b>Will this decision be preceded by any form of consultation?</b>	No consultation	
<b>Decision Taker</b>	City Executive Board	
<b>Executive Lead Member</b>	Housing, Finance, Corporate Asset Management and Public Health	
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing	
<b>Report Contact</b>	Alan Wylde, Housing Development & Enabling Manager Tel: 01865 252319 awylde@oxford.gov.uk	

## CEB 14 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 13:</b>	<b>LOCAL LETTINGS PLAN FOR ONE-BEDROOM COUNCIL OWNED FLATS AT SALTER CLOSE AND WHITEHOUSE ROAD ID: I013521</b>	
This report is a proposal to put in place a Local Lettings Plan at Salter Close and Whitehouse Rd. To help address the current issues in the area and to reduce the impact of any new lettings on existing residents following the de-designation of these flats.		
The one-bedroom flats at Salter Close and White House Road are currently designated elderly and the lettings to the flats are restricted so that only housing applicants aged 40 years or older can apply for vacant properties.		
These flats are due to be de-designated this year and the minimum age restriction used reduced. So that in the future housing applicants in housing need aged 18 years or older will be able to apply for vacant properties if they are considered suitable for an offer.		
<b>Is this a Key Decision?</b>	Not Key	
<b>Is this item open or exempt to the public?</b>	Open -	
<b>Will this decision be preceded by any form of consultation?</b>	No consultation	
<b>Decision Taker</b>	City Executive Board	
<b>Executive Lead Member</b>	Housing	
<b>Lead Executive Director</b>	Regeneration and Major Projects Service Manager	
<b>Report Contact</b>	Tom Porter, Allocations Manager Tel: 01865 252713 tporter@oxford.gov.uk	

<b>ITEM 14:</b>	<b>EXTERNAL WALL INSULATION GUIDANCE FOR PLANNING ID: I013504</b>
This offers the general public a standard line on what approval/interaction is required from Planning and Building control for putting external wall insulation on a wall.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

<b>ITEM 15:</b>	<b>COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – AGREEING THE PROCESS FOR CONSULTING AND SPENDING ID: I013505</b>
This report aims to seek the agreement of the geographical boundaries of the neighbourhood areas. This would take into account the Parishes boundaries, and the boundaries of the Neighbourhood Forums who are preparing Neighbourhood Plans. The rest of Oxford will be split into sensible areas to reflect the development expected to take place. The report also sets out the process for involving the local communities in the decision on how the 15% Neighbourhood portion of CIL within those geographical areas will be spent.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Lorraine Freeman, Development Funding Officer lofreeman@oxford.gov.uk

<b>ITEM 16:</b>	<b>DISCRETIONARY HOUSING PAYMENT POLICY - 2016 REVISION ID: I009095</b>
The report seeks approval of the revised Discretionary Housing Payment policy for 2016. This policy is amended in response to changes in the government's welfare policy and the amount of government grant paid to Local Authorities.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461

<b>ITEM 17:</b>	<b>EVALUATION OF OXFORD CITY COUNCIL'S WELFARE REFORM TEAM EUROPEAN SOCIAL FUND PROJECT ID: I009907</b>
To ask the City Executive Board to note the evaluation of the project. The evaluation includes contributions from Oxford University, external stakeholders and a customer survey.	
<b>Original project brief:</b> The project being undertaken is funded by the European Social Fund (ESF) and the aim is to engage with 600 tenants renting privately in Oxford City who aren't working to determine what support they would need in order to either gain employment or undertake work related training. The project builds on the success of the Local Authority Led Pilot undertaken by OCC during 2013 by identifying a new customer base which will in turn provide more learning on what a Local Support Service Framework (LSSF) could look like once Universal Credit is introduced in Oxford. The report aims to highlight the activity that will be undertaken during the ESF Project.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

<b>ITEM 18:</b>	<b>EXPENS DELIVERY STRATEGY ID: I009224</b>
This report seeks agreement from the City Executive Board to ask Council to approve:	
<ol style="list-style-type: none"> <li>1. A £100K investment to Oxford West End Development Ltd to provide working capital on the terms contained within the shareholders agreement</li> <li>2. An investment of £4million in Oxford West End Development Ltd to provide funds to the Company to purchase land owned by Oxford City Council</li> <li>3. To provide a capital budget of £4million in the Council's General Fund Capital Programme in 2017/18 funded from the Capital Receipt received from the sale of the land.</li> </ol>	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Part exempt - commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185

## COUNCIL 18 APRIL 2016 - PROVISIONAL REPORTS

<b>ITEM 19:</b>	<b>CONSTITUTION REVIEW 2016 ID: I004734</b>
An annual report to propose any required changes to the constitution.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	Council
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Law and Governance
<b>Report Contact</b>	Emma Griffiths, Lawyer Tel: 01865 252208 egriffiths@oxford.gov.uk

<b>ITEM 20:</b>	<b>REGULATION OF INVESTIGATORY POWERS ACT 2000 ID: I004596</b>
To report the Council's application of its powers under the Regulation of Investigatory Powers Act 2000.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	Council
<b>Executive Lead Member</b>	Crime, Community Safety and Licensing
<b>Lead Executive Director</b>	Head of Law and Governance
<b>Report Contact</b>	Jeremy Franklin, Lawyer jfranklin@oxford.gov.uk

<b>ITEM 21:</b>	<b>PAY POLICY STATEMENT 2016 ID: I013442</b>
Review and approval of annual pay policy statement in accordance with legislative requirements	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	Council
<b>Executive Lead Member</b>	Customer Services and Corporate Services
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Helen Bishop, Head of Business Improvement Tel: 01865 252233 hbishop@oxford.gov.uk

## CEB MAY 2016 - PROVISIONAL REPORTS

<b>ITEM 22:</b>	<b>REVIEW OF HOMELESS DISCHARGE INTO THE PRIVATE RENTED</b>
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	<b>SECTOR POLICY ID: I013613</b>
The City Executive Board will be asked to agree changes to the Homeless Discharge into the Private Rented Sector Policy in order to ensure to update the policy in light of changes to legislation and practice	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	David Weston dweston@oxford.gov.uk

<b>ITEM 23:</b>	<b>NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611</b>
To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

<b>ITEM 24:</b>	<b>OLD MARSTON CONSERVATION AREA APPRAISAL ID: I013444</b>
<p>CEB is being asked to endorse a conservation area appraisal for Old Marston Conservation Area appraisal. The appraisal will be used to inform development changes that may affect the special interest of the conservation area.</p> <p>A draft conservation area appraisal for Old Marston that defines the special interest and character of the conservation area was drafted in 2012, following extensive participation with the local community and a formal consultation. It was, however, never amended to take on board the comments received, and was not taken to Members for endorsement.</p> <p>The draft appraisal has been refreshed to take account of the comments received in 2012 as well as any changes which have taken place to the conservation area's character from developments or other changes during the intervening three years. This was carried out in November-December 2015, with the informal engagement of key local stakeholders.</p> <p>The refreshed draft appraisal is now ready for formal endorsement, prior to final publication.</p>	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Local community involvement and a formal consultation took place in 2012. Key stakeholders

	were involved again during Nov-Dec 2015. The changes made to the 2012 draft appraisal are minor to ensure that the appraisal is factually correct at the time of its publication.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

<b>ITEM 25:</b>	<b>HEADINGTON NEIGHBOURHOOD PLAN</b> <b>ID: I012135</b>
To approve submission of the draft Headington Neighbourhood Plan for 6 week consultation	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	6 week consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Executive Director for Regeneration and Housing

<b>ITEM 26:</b>	<b>COMMUNITY CENTRE STRATEGY 2015-2020 (POST CONSULTATION)</b> <b>ID: I010564</b>
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 went to CEB in December 2015. Adoption after public consultation in spring 2016 – scheduled for CEB in May 2016.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Culture & Communities
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 27:</b>	<b>WEST OXFORD COMMUNITY CENTRE LEASE PROPOSAL FOR THE ASSOCIATION</b> <b>ID: I012947</b>
This report requests CEB to agree a new lease for the Association	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Part exempt -
<b>Will this decision be preceded by any form of consultation?</b>	Extensive talks with the Association
<b>Decision Taker</b>	City Executive Board

<b>Executive Lead Member</b>	Culture and Communities
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Ian Brooke, Head of Community Services Tel: 01865 252705 ibrooke@oxford.gov.uk

<b>ITEM 28:</b>	<b>APPROVAL FOR INITIATION OF CPO PROCEEDINGS UNDER THE APPROVED EMPTY HOMES STRATEGY 2015-2018. ID: I013219</b>
Approval for the initiation of CPO proceedings under the approved Empty Homes Strategy and subsequent disposal options in order to bring property into use.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Part exempt - commercially sensitive
<b>Will this decision be preceded by any form of consultation?</b>	No
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Melanie Mutch, Empty Property Officer (Private Sector) mmutch@oxford.gov.uk, Mike Scott, Senior Asset Manager (Contractor) Tel: 01865 252138 mwscott@oxford.gov.uk

## **ANNUAL COUNCIL - MAY 2016**

**To include any reports from CEB**

## **CEB JUNE 2016 - PROVISIONAL REPORTS**

**reports to include 1) Waterways PSPO - post consultation; 2) 2015/16 Q4 integrated performance report**

<b>ITEM 29:</b>	<b>APPOINTMENT OF OUTSIDE BODIES 2016/17 ID: I012458</b>
To appoint Council representatives to outside bodies and charities.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Pat Jones, Committee and Member Services Manager phjones@oxford.gov.uk

<b>ITEM 30:</b>	<b>SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844</b>
On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan for the City of Oxford. The Covenant sets out the intentions of the Council and its partners to	

reduce carbon emissions by 40% by 2020 across the whole city. 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	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes - Stakeholder workshops and e-consultation expected in Feb 2016
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

<b>ITEM 31:</b>	<b>REVIEW OF BUILDING CONTROL FEES AND CHARGES 2016 ID: I013441</b>
This report details the conclusions of a review of Building Control Fees and Charges.	
<b>Is this a Key Decision?</b>	Yes
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	N/A
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Patsy Dell, Head of Planning & Regulatory Services pdell@oxford.gov.uk

<b>ITEM 32:</b>	<b>ENERGY STRATEGY - HOUSING &amp; PROPERTY ID: I011511</b>
This report presents past, current and future work around energy in Housing, and request approval of Housing & Property's approach to Energy and fuel poverty in its own domestic housing stock.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Consultation with tenants Oct – Dec 2015
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Housing
<b>Lead Executive Director</b>	Head of Housing and Property
<b>Report Contact</b>	Deborah Haynes, Energy Efficiency Projects Officer Tel: 01865 252566 dhaynes@oxford.gov.uk

## **CEB JULY 2016 - PROVISIONAL REPORTS**

### **COUNCIL - JULY 2016**

**To include any reports from CEB**

## **CEB SEPTEMBER 2016 - PROVISIONAL REPORTS**

<b>ITEM 33:</b>	<b>ANNUAL MONITORING REPORT (AMR) 2015/16 ID: I012651</b>
This is the City Council's twelfth AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation. This is a factual report.
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Planning, Transport and Regulatory Services
<b>Lead Executive Director</b>	Executive Director for Regeneration and Housing
<b>Report Contact</b>	Rebekah Knight, Planner Tel: 01865 252612 rknight@oxford.gov.uk

<b>ITEM 34:</b>	<b>TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199</b>
Proposal to create and operate a Council managed Transfer Station for City collected co-mingled recycle, green waste, street arisings and engineering works spoil.	
<b>Is this a Key Decision?</b>	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
<b>Is this item open or exempt to the public?</b>	Part exempt - Commercially Sensitive
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Climate Change and Cleaner, Greener Oxford
<b>Lead Executive Director</b>	Executive Director for Community Services
<b>Report Contact</b>	Roy Summers, Deputy Head of Service Tel: 01865 253608 rsummers@oxford.gov.uk

<b>ITEM 35:</b>	<b>DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613</b>
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.	
<b>Is this a Key Decision?</b>	Not Key
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	Yes- public consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Corporate Strategy and Economic Development
<b>Lead Executive Director</b>	Head of Planning and Regulatory Services
<b>Report Contact</b>	Sarah Harrison, Senior Planner Tel: 01865 252015 sbharrison@oxford.gov.uk

<b>ITEM 36:</b>	<b>QUARTERLY INTEGRATED PERFORMANCE 2016/17 ID: I013537</b>
These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may present budgetary amendments in the light of that information:	
<ul style="list-style-type: none"> <li>• Q1, 30 June 2016 – report in September 2016</li> <li>• Q2, 30 September 2016 - report in December 2016</li> </ul>	

<ul style="list-style-type: none"> <li>• Q3, 31 December 2016 - report in March 2017</li> <li>• Q4, 31 March 2017- report in June 2017</li> </ul>	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	No consultation
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Finance, Corporate Asset Management and Public Health
<b>Lead Executive Director</b>	Executive Director for Organisational Development and Corporate Services
<b>Report Contact</b>	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

## **COUNCIL - SEPTEMBER 2016**

**To include any reports from CEB**

## **CEB OCTOBER 2016 - PROVISIONAL REPORTS**

## **CEB NOVEMBER 2016 - PROVISIONAL REPORTS**

<b>ITEM 37:</b>	<b>DEVELOPMENT OF NEW CEMETERY SITE ID: I011508</b>
Update on options for new cemetery site within South Oxfordshire Council boundary.	
<b>Is this a Key Decision?</b>	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
<b>Is this item open or exempt to the public?</b>	Open -
<b>Will this decision be preceded by any form of consultation?</b>	None
<b>Decision Taker</b>	City Executive Board
<b>Executive Lead Member</b>	Leisure, Sport and Events
<b>Lead Executive Director</b>	Head of Community Services
<b>Report Contact</b>	Trevor Jackson, Cemeteries Manager / Registrar Tel: 01865 252363 tjackson@oxford.gov.uk

## **CEB DECEMBER 2016 - PROVISIONAL REPORTS**

## **CEB JANUARY 2017 - PROVISIONAL REPORTS**

## **CEB FEBRUARY 2017 - PROVISIONAL REPORTS**

**To include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan**

**COUNCIL - FEBRUARY 2017**

**To include reports relating to the Budget, Medium Term Financial Plan and Corporate Plan**

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## Scrutiny Recommendation Tracker Jan – Feb 2016

Corporate Plan – Scrutiny Committee 2 February 2016				
Recommendation	Agreed Y/N	Executive response	Lead Member & Officer	Implemented Y/N / due date
1. That the Corporate Plan is fact-checked in light of recent changes to local government finance and national policy before it is presented to Council.	Y	The draft Corporate Plan will be updated to reflect latest draft budget and any policy announcements before it is presented to Council.	Cllr Price & Caroline Green	Y
2. That consideration is given to whether and how the number of responses received to the public consultation on the Budget and Corporate Plan could be maximised in future years.	Y	<p>It is agreed that this should be considered.</p> <p>The consultation on the draft Budget and Corporate Plan 2016-20 opened on 18th December 2015 and closed on 24th January 2016. An invitation to take part in the consultation was sent to over 3,300 email addresses via the consultation portal and an invitation from the Assistant Chief Executive was sent to key stakeholders. An advert was placed in the Oxford Mail on 22nd December, 29th December and 5th January. Paper copies were available on request from the Consultation Officer in the Town Hall. Responses were tracked on a weekly basis and a reminder email was sent on 15<sup>th</sup> January 2016.</p> <p>The number of responses to public consultation on the Corporate Plan and Budget was lower than average in recent years (average 68). There are a number of factors to consider:</p> <ol style="list-style-type: none"> <li>1. The plan is developed with engagement of key partner organisations referenced in the plan so they may not feel the need to respond</li> <li>2. Due to circumstances beyond our control, the</li> </ol>		Dec 2016

		<p>consultation period is squeezed into a four week period that includes the Christmas and New Year holidays.</p> <p>3. The Corporate Plan is the sum of many plans, strategies and policies that are developed on an on-going basis, and which the general public and key partners are consulted and invited to comment.</p> <p>4. Respondents may focus their response on the draft Budget</p>		
136	<p>3. That consideration is given to the following suggestions on the corporate success measures:</p> <p>a) That there should be a corporate success measure on tenant satisfaction given that the Council has special responsibilities as a landlord;</p> <p>b) That the corporate success measure for new homes granted permission in the city should better reflect the actual delivery of new homes.</p>	N	<p>3a) There are three success measures for each priority theme in the Corporate Plan which are designed to focus on the biggest challenges under each theme going forward. On this basis, the three proposed for the Housing Needs theme relate to housing delivery, limiting the use of temporary accommodation as a measure of preventing homelessness; and increasing the number of HMOs licensed in the city. In addition to the measures in the Corporate Plan we will continue to monitor progress on key indicators and report regularly to the Housing Panel. This will include satisfaction tenant satisfaction in recognition of the Councils' responsibilities as a landlord.</p> <p>3b). The corporate success measure using planning permissions reflects performance that is under the Council's control and that we can directly influence and measure. This is the measure by which we are judged by Government. Housing completions are also important to monitor, and the City Council does this annually in the Annual Monitoring Report. It is recognised that it is important that officers work</p>	N/A

		proactively with developers to resolve blocks or delays on schemes. However there are many factors, including market forces which influence the timeline of when housing developments are built out, that are beyond the Council's control, including market circumstances. These wider factors make it more difficult to assess the effectiveness of the Council's performance through assessment of the annual number of housing completions. There is also a significant timelag in the collection of data on completions which makes monitoring of progress in a timely manner problematic.		
<b>Private Sector Housing Policy 2016-2019 – Housing Panel 1 February 2016</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That direct invitations to comment should be sent to Parish Councils and any leaseholders forums, in addition to the stakeholders listed in the report.	yes		Cllr Price & Ian Wright	June 2016
2. That the consultation should be promoted through channels such as the Your Oxford newsletter and that further consideration should be given to how the Council can best engage with private rented sector tenants, perhaps through an 'appreciative enquiry'.	yes			June 2016
3. That the Council should make fuller use of the powers available to it to enforce the removal of waste and bulky items left outside HMO properties.	yes	I would want to clarify with Direct Services whether they are finding difficulties in using their full powers and whether we have the resources to do this.		June 2016
4. That Council Officers are asked to provide an update on the feasibility of increasing the number of free bulky items collections available to tenants living in HMOs. This	yes			June 2016

should include the feasibility of offering free bulky items collections on a 'per household' rather than 'per property' basis.				
5. That the facility to report suspected unlicensed HMOs should be promoted more widely, including through Tenants in Touch.	yes			June 2016
<b>Budget Review 2016/17 – Finance Panel 28 January 2016</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That to improve the transparency and accessibility of the Council's budget proposals and in line with the increased reliance on external revenues and more uncertain Government support, the following should be provided in future years: a) Details of gross revenue income and other grants received by service and how these relate to the gross expenditures on these services (Budget Report); b) Staffing establishment (FTE) figures by service or team so that staffing changes can be seen in proportion to the size of the services or teams that are impacted (Appendix 3). c) Net budget allocations in the Detailed General Fund Budget Proposals, so that adjustments can be seen in proportion to the size of the budgets impacted (Appendix 3); d) Clearer explanation where	Y	The Council's Budget Book, which is available on the website, provides the information requested at b) and c). It is therefore suggested that the budget papers, which are already extensive are read in conjunction with the Budget Book going forward.  a) Grant information will be provided for those services which it is significant as part of the budget process for 17/18.  d) The narrative in Appendix three has been amended for the final budget to ensure that all lines that are reversing previous one off bids has been identified, and this will also be incorporated into future years papers.  e) Capital funding is now included within the covering report  f) Schemes within the Capital Programme have been grossed up and any capital receipts or other funding are listed separately within the funding statement	Cllr Turner & Nigel Kennedy	Dec 2016

<p>adjustments in new investments / bids budget lines are reversals of one-off investments that have already been made (Appendix 3);  e) Details of how the Capital Programme as a whole and major individual capital schemes are expected to be funded (Appendix 6);  f) The gross cost of capital schemes, indicating external funding, in addition to the City Council's contributions (Appendix 6);  g) Indicative fees and charges rates where Service Managers have the discretion to set these (for example the typical hourly rate charged for a senior lawyer) (Appendix 8);  h) More specific descriptions of what new fees and charges relate to in practice (Appendix 8).</p>		<p>g) In consultation with Heads of Service this will be considered for future year fees and charges documentation</p> <p>h)description of the fees and charges are reviewed on an annual basis as part of the budget process</p>		
<p>2. That the Council should look to opt in to receiving a four-year Revenue Support Grant settlement from Government in order to obtain additional (but not absolute) funding certainty and stability in the coming years as this grant funding reduces to zero by 2019-20.</p>	Y	<p>Agreed Within the Final Budget Report to City Executive Board .there is a recommendation for the Council to opt into the four year settlement, to give the Council more certainty over its income. Further details are awaited on information required for the efficiency plan required by the Government and when the Council will need to submit.</p>		Y
<p>3. That Council Tax increases should be modelled at 1.75%, rather than 1.5%, in years two, three and four of the Medium Term Financial Plan and that if the Government's referendum threshold is set above 1.75% in those</p>	Y	<p><b>Agreed.</b> In the updated Consultation Budget the Council have updated its forecast council tax rises from 1.5% to 1.75% in line with the Governments assumptions on average council tax rises. Should the referendum level in future years be maintained at 2% then the Council will</p>		Y

years, the Council should plan to increase Council Tax by the maximum amount permitted.		review its position.		
4. That annual assessments should continue to be made of the potential benefits and risks to the Council of entering into a Business Rates Distribution Agreement with other Oxfordshire Councils.	Y	<b>Agreed</b>		Y
5. That progress against new income targets expected to be achieved by trading 'white collar' services (e.g. legal, HR) should be particularly closely monitored given that this is a relatively new area of trading for the Council.	Y	<b>Agreed</b> All trading income targets are reported and monitored monthly		Y
6. That the Council should continue to maximise income from its commercial assets, including by actively exploring the feasibility of generating income by leasing spaces (so called 'air leases') above Council-owned car parks, for example for buildings or solar power generation.	Part	On the general point about maximising its income from commercial assets – this is a firm aim of the administration, provided other corporate aims of the council are not threatened. On the issue of "air leases", this has of course already been agreed in the case of St. Clements' car park, and is being explored in other cases. However, the potential should not be over-stated, particularly for residential accommodation, where there may well be severe concerns about the quality of such accommodation and living environment that could be provided, and the administration has no desire to build floating slums. Officers will explore this concept and where there is a proven business case plans will be brought forward for Members to consider.		Dec 2016
7. That Council Officers should explore whether there are	Y	<b>Agreed</b> Officers will continue to identify funding which assists in meeting the Councils objectives		Dec 2016

opportunities to generate regular revenue income in Environmental Sustainability in order to reduce the net budget requirement of that service, which has a good record of achieving one-off funding.		and is financially beneficial		
8. That the Council should continue to engage constructively with Oxfordshire County Council in order to achieve common charging across all Oxford Park and Ride sites and protect planned additional income of £580k per annum from 2018/19.	Part	<b>Agreed</b> We will engage with the County Council to try to ensure a joined-up approach to park and ride charging. The additional income is based upon an estimate of likely policy changes.		Dec 2016
9. That Council Officers should explore whether there are opportunities to increase income by charging 'premium' and/or seasonal fees and charges, including specifically for the following: a) Commercial filming (including higher premiums for late notice requests); b) Householder services – such as bulky items collection; c) Pre-Christmas premiums for Town Hall bookings and commercial events in prime locations (e.g. Broad Street markets).	Part	<b>Agreed.</b> Fees and Charges are reviewed annually to ensure amongst other things they are in line with market rates. a) The Council only receive around £1200 per annum from filming and therefore charging a premium price may have negligible impact on the overall financial position of the Council b) Each household is currently entitled to 2 free collections per year of up to 3 items per visit, thereafter there is a charge. The Council believes it counterproductive to charge for all bulky waste collections since this will encourage fly tipping together with a costly clear up operation. c) The prices charged for events and town hall bookings are considered to be competitive in the market and it may be counterproductive to vary these significantly		Y

10. That the anonymised results of the new biennial Best Companies employee engagement survey should be made available to elected members.	Y	<b>Agreed</b>	Dec 2016
11. That in light of a possible underspend this year, consideration should be given to removing part of the residual £43k of educational attainment funding sooner than planned.	N	<b>Not Agreed.</b> It is anticipated that the funding for educational attainment will be fully spent. Officers are working with the Portfolio Holder for Young People Schools and Skills to review commitments and alternative proposals to ensure this occurs.	N/A
12. That the delivery of efficiency savings in Business Improvement and Financial Services that are expected to be achieved as a result Universal Credit roll-out, including the closure of Templar's Square Customer Service Centre (which has been put back two years to 2019/20), should be kept under review with the aim of realising these savings earlier if possible.	Y	<b>Agreed.</b> The timescale for the roll out of universal credit is still uncertain. The digital service is expected to roll out to job centres between May 2016 and May 2018 with the conversion of benefit claims to be rolled out on an individual authority basis between 2018 and 2021. The Council will adjust its service delivery and budget when the timetable is known.	Dec 2016
13. That the Council should continue to look for further opportunities to use IT to reduce the transactional costs of service delivery, whilst continuing to ensure that services are accessible to all customer groups.	Y	<b>Agreed.</b> There is a detailed and comprehensive ICT workplan over the next few years which include replacement and upgrading of many key systems. Additionally there are a number of work streams such as the roll out of the tenants' portal, filing of electronic planning applications and e-benefit claims which are all aimed at increasing efficiency and reducing transactional costs.	Dec 2016
14. That Council Officers should be encouraged to look again at what potential there is to develop new invest to save initiatives.	Y	<b>Agreed.</b> There are a number of good examples of invest to save initiatives which have been implemented such as ICT rationalisation, heavy goods vehicle testing, bin washing service,	Dec 2016

		employment of court officer, Seacourt park and ride extension and a number of other ICT related projects in the benefit service, council tax and business rates. Officers will continue to look for these initiatives.		
15. That the Council should look to maximise revenues from the planned new waste transfer station, both by opening up the facility to others and by the local reuse of materials, if such outlets exist.	Y	<b>Agreed.</b> The Council will look to examine all opportunities which generate additional income in the business case that will be presented to City Executive Board.		Dec 2016
16. That given the pressures on homelessness and the risks around County Council cuts, it would be prudent to redirect £200k of revenue contributions to capital and instead use this to top up the homelessness reserve, which is expected to be reduced from £1m to £800k.	N	<b>Not Agreed.</b> Redirecting £200k of capital contributions to top up the homelessness reserve in the manner suggested would only leave a shortfall in the funding of the capital programme and is not recommended. The Council has increased the revenue budget by £200k per annum and recently used £5 million of its capital funds which is match funded to provide an additional 50 homes for homeless families. The Council will continue to review the level of reserves that are required for homelessness support.		N/A
17. That the Council's reserves and balances should continue to be reviewed at appropriate intervals with a view to investing any suitable funds, such as those held against a risk or item of expenditure occurring in a future year.	Y	<b>Agreed.</b> As part of the budget setting process reserves and balances are reviewed annually and the Councils Section 151 has a statutory duty to report to Council for Members to consider them alongside the Budget. Pending their use reserves and balances are either invested in banks, building societies or longer term higher interest instruments such as property funds or used to mitigate the need to externally borrow to fund capital schemes, hence lowering the cost to the council.		Y

18. That the Capital Programme and capital scheme reserve list should be revised in light of recent capital movements, grant income and the need to re-profile some schemes.	Y	<b>Agreed.</b> This has been done and all of the schemes previously on the reserve list have now been funded by the estimated additional resources.		Y
19. That the Council should seek to contract large capital schemes as soon as possible to minimise price inflation and uncertainty, and consider the case for taking a more programme-based approach to contracting capital works.	N	<b>Not Agreed.</b> The Council has a significant capital programme over the next four years in excess of £130 million. A large proportion of the Programme is funded by in year revenue and therefore the ability to bring forward schemes whilst mitigating inflationary pressures would create cash flow difficulties. Schemes do have a contingency built into the budgeted cost and officers review the Capital Programme annually to confirm that the budgeted cost is still sufficient. Where required the Council does make use of external suppliers such as project managers and cost consultants to ensure that projects are delivered on time in accordance with the Programme.		N/A
20. That the Council should keep the local impacts of the forced sale of high value council housing (HVCH) policy under review and consider any opportunities or mechanisms to free up funds from the new £20.1m contingency without affecting the Council's ability to retain HVCH.	Y	<b>Agreed.</b> The £20million is a contingency to mitigate the need to sell Council Housing to fund the HVCH levy. The Council will adapt its budget plans as appropriate when the potential cost to the Council is clarified.		Dec 2016
21. That in the light of recent housing policy and budgetary changes, it would be prudent to keep the decision taken last year to defer a £20m debt repayment due in 2021 under review to ensure that it is still in the best long-term interests of the	Y	<b>Agreed.</b> There are still a number of uncertainties around the Housing Agenda which the Government have yet to clarify. As Government policy becomes clearer the Council will look to adapt its Budget Plans and Debt Strategy as appropriate to ensure financial stability of the Housing Revenue Account.		Dec 2016

Council and Council tenants.		.		
22. That clarity should be provided on whether the renewable element of the HRA Energy Efficiency programme could be delivered in partnership with the Low Carbon Hub.	Y	<b>Agreed.</b> Further reduction of FIT by the Government makes this increasingly unlikely although we await confirmation from LCH that this is indeed the case.		Dec 2016
23. That HRA capital spending on adaptations for the disabled should be reviewed to ensure that best value is being achieved. An audit should be undertaken and updated regularly of the number of tenants living in adapted properties to ensure that they are used to house people who need them.	Y	<b>Agreed.</b> This service area was the subject of a review in 2014. The recent older persons housing review due to report to CEB in March confirms the need to maintain budgets to support independent living. The policy relating to the adaptation of properties will be re-examined in 2016/17.		Dec 2016
24. That 'sinking funds' should be instituted into new build leasehold arrangements where appropriate (e.g. blocks of flats) to prevent potentially high bills for leaseholders when these properties require capital works.	Y	<b>Agreed.</b> The Council already operates a sinking fund for major repairs for its development at Singletree Rosehill and is exploring this for the new Council homes at Barton		Dec 2016
<b>Capital Strategy – 28 January Finance Panel</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
That an evaluation should be undertaken of how the Council can make best use of its grant funding for infrastructure at Oxpens. This should include evaluating the risks and benefits of using all or part of the grant in the interim in	N	The Council and its partner Nuffield college have only just exchanged contracts on the land purchase from LCR. The grant from the Local Enterprise Partnership is conditional on the Council providing the infrastructure for the development and consequently the Council will either have to fund this itself or ensure it is carried out by the developer to meet the requirement of the grant. There is a long stop date when the infrastructure needs to be in place of 31/12/2027 or the grant repaid to the Local Enterprise	Cllr Turner & Nigel Kennedy	Y

<p>order to fund other things or generate a return, potentially substituting this grant funding with prudential borrowing at a later date in the event that it was needed to fund infrastructure at Oxpens.</p>		<p>Partnership. It is too early to say at this point whether the Council can secure external funding to pay for the infrastructure and therefore at this stage it is safer to put the grant into an earmarked reserve backed by a long term investment to attract a higher rate of return. This would at least improve the Council's revenue position as opposed to spending the money, only to find that it was required for the infrastructure at a later date. The position will be reviewed as the project develops and as the risk of the council having to fund the infrastructure is lowered then it can be released into the capital programme to fund other projects which meet the council's objectives.</p>		
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**Treasury Management Strategy, Annual Report and Performance 2016/17 – 28 January Finance Panel**

<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
<p>1. That clarity should be provided as to whether the Council's 'real asset lettings' homelessness property investments should be included on its asset register and how a provision would be made in the event that the value of these 'assets' was to fall.</p>	<p>Yes</p>	<p>The Council will make an investment of £5million and in exchange will receive a number of units in the Fund. The investment will constitute capital expenditure in accounting terms to be financed by Prudential Borrowing. Although the Councils investment is guaranteed against the houses purchased the houses themselves are not owned by the council and therefore do not appear on the local authority balance sheet. The Section 151 Officer considers that it is prudent not to make a Minimum Revenue Provision (MRP) charge for repayment of the debt against its revenue account as the debt would be due for repayment with the closure of the Fund after the initial period and the proceeds used to repay the investment. The Assets will be valued on an annual basis and the value reflected in the price of the units in the fund. Any fall or increase in the value of the assets and</p>	<p>Cllr Turner &amp; Nigel Kennedy</p>	<p>Y</p>

		hence the value of the units would be held in an unusable reserve on the balance sheet until the investment matures at which point the loss or surplus is realised. Should the value of the asset reduce over time then the Council will need to consider making a Minimum Revenue Provision since the amount received on maturity of the investment may be insufficient to repay the amount.		
2. That the Council should continue to maintain a watching brief on the progress of the Municipal Bonds Agency (Local Capital Financing Company), as well as other relevant financial borrowing instruments.	Yes	Agreed. The council will maintain a watching and will consider the Municipal Bond Agency alongside other financial institutions when it has a need to borrow to finance capital expenditure		Y
<b>Energy and Water Supply Procurement 2016 – 2020 – 28 January Finance Panel</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That annual decisions on the proportion of renewable energy purchased through the LASER Public Buying Organisation should be informed by evaluations of the costs and benefits of this spend compared to other potential carbon reduction projects.	Y	Yes happy to agree both.	Cllr Tanner & Jo Colwell	July 2016
2. That notes or action points of meetings of the Council's Carbon and Natural Resources Board should be made available to all elected Members.	Y			July 2016
<b>Oxpens Revised Delivery Strategy – 12 January Scrutiny Committee</b>				
<b>Recommendation</b>	<b>Agreed Y/N</b>	<b>Executive response</b>	<b>Lead Member &amp; Officer</b>	<b>Implemented Y/N / due date</b>
1. That a VEAT notice should be issued by the Council in regards to the proposed collaboration	Y	This would protect against a procurement challenge but not a	Cllrs Price, Turner &	TBC

with Nuffield College.		State Aid challenge.	Hollingsworth	
2. That the Council should make every effort within its negotiating power to deliver its 50% affordable housing policy at Oxpens.	Y	This is a helpful recommendation. It's also about maximising the number of affordable housing units.		TBC
3. That the City Executive Board resolves to authorise the disposal of the City Council's land holdings at Oxpens to the new joint venture company on the terms set out in the report, and delegate authority to the Executive Director, Regeneration and Housing to agree the detailed arrangements of this disposal.	Y	Agreed.		Y
4. That Council Officers should be instructed to facilitate pre-decision scrutiny of any likely key executive decisions delegated to officers that relate to the Oxpens development, including by notifying the Committee in good time before any such decisions are taken.	Y	Agreed.		TBC

## MINUTES OF THE SCRUTINY COMMITTEE

Tuesday 2 February 2016



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

**BOARD MEMBERS PRESENT:** Councillor Susan Brown

**OFFICERS PRESENT:** Caroline Green (Assistant Chief Executive), Julian Alison (Licensing Manager), Elizabeth Bohun (Environmental Sustainability Projects Officer), Jo Colwell (Service Manager Environmental Sustainability), Michelle Iddon (Customer Contact Manager), Julia Tomkins (Grants & External Funding Officer), Andrew Brown (Scrutiny Officer) and Catherine Phythian (Committee Services Officer)

### 86. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fry and Councillor Henwood.

### 87. DECLARATIONS OF INTEREST

The following declarations of interest were noted with regard to agenda item:

Cllr Gant: as a member of the Ark T Centre and of Cutteslowe Community Association

Cllr Hollick: as an employee of the South Oxfordshire Adventure Playground

Cllr Pegg: as a member of Rosehill and Donnington Community Associations

Cllr Smith: Chair of the Management Committee of Blackbird Leys Adventure Playground

### 88. TAXI LICENSING

The Chair welcomed the Licensing Manager to the meeting and thanked him for the comprehensive report on Hackney Carriage and Private Hire Licensing.

The Committee considered the following points:

- The main problem facing the Trade and the Licensing Authority was the volume of vehicles licensed by other councils operating in the city as this increased competition and reduced income for the Trade and that this negatively impacted on the objectives of the Licensing Authority as this diluted the standards for vehicles and drivers imposed locally, as Officers have no powers to improve standards set by other councils.
- That the Hackney Carriage and Private Hire Licensing Sub-Committee took a robust approach to ensure license applications were in line with policy
- That a Joint Operating Framework had been agreed within Oxfordshire, aimed to replicate the standards set by this Council to be those achieved by the other authorities across the county. It was vital that any move to introduce national minimum standards should be benchmarked against the best available and should not preclude local authorities from implementing higher standards appropriate to local issues
- Since 2009 there had been a significant programme of modernisation of the licensing functions resulting in increased enforcement activity and a more visible and constructive profile with the Trade aimed at promoting the councils vision of Oxford being a world-class city.

The Licensing Manager said that he had recently been invited to submit a report to the Police Crime Commissioner on standards for licensing activity within the Thames Valley. He said that he had made the following proposals, supported by the portfolio holder for licensing:

- To develop national minimum standards for taxi and private hire services (drivers, vehicles, operators), including bring Hackney Carriage radio-circuits within the licensing regime
- To develop a national database for vehicles and drivers in order that information sharing between authorities and police was prompt and readily available
- To develop centrally set national fees to remove the need for vehicles and drivers to seek a licence where the fee may be cheaper and / or standards are less robust
- To widen Officers powers to enforce any vehicle or driver licensed by another authority and to have this on a national level.

The Committee AGREED to notify the General Purposes Licensing Committee of their support for these proposals.

The Committee also AGREED to ask the General Purposes Licensing Committee to consider the scope to recharge other local authorities for licensing activities and enforcements relating to out of district vehicles and to explore the idea of a promotional campaign to encourage the public to use licensed vehicles.

The Committee NOTED the report and thanked the Licensing Manager and his team for their hard work and success in delivering improvements to the taxi licensing service.

## **89. CUSTOMER CONTACT PERFORMANCE**

The Customer Contact Manager presented the report. Councillor Brown, Executive Board Member for Customer and Corporate Services was also present to answer any questions from the Committee. They explained that the main area of concern and poor performance related to the Resilience Contract which had been outsourced to Capita. This contract had ended on 31 January 2016 and the work had been brought in-house. The Customer Contact Manager was confident that this would result in improved performance levels.

The Customer Contact Manager explained that the service was targeting the following priorities:

- Improving capacity through process reviews
- Working with other service areas to identify routes to make contact with traditionally “hard to reach” groups
- Promoting “channel shift” opportunities (e.g. text messaging, improved speech recognition) to deliver budget savings
- Promoting service specific initiatives (e.g. working with the housing repairs team to create a housing repairs app)

The Committee NOTED the report and recorded their thanks to the Customer Contact Manager and her team for their hard work and the excellent service provided.

## **90. CORPORATE PLAN 2016 - 20**

The Assistant Chief Executive presented the report.

The Committee questioned some of the statements and numbers contained in the paperwork and heard that the figures would be reviewed by Finance but that there were no other inaccuracies or fundamental changes to be made. The Committee also noted that Area Forums were referenced in the Plan but that some Area Forums in the city were not functioning as well as others. The Committee focused the remainder of its questioning on the consultation feedback and corporate success measures.

The Committee noted that thirty-two consultation responses had been received (compared to over fifty last year), of which the majority related to the budget and only six to the Corporate Plan. The Committee heard that the Council had been in dialogue with key partners during the development of the Corporate Plan and was planning to review its Community Engagement Strategy. The Committee expressed disappointment at the number of consultation responses received and questioned what scope there was to improve this number in future, including perhaps through more active engagement with target groups and by consulting on the Council’s Budget and Corporate Plan separately.

The Committee noted that the number of corporate success measures had been reduced and considered the merits of some of the selected measures compared to other measures not included. The Committee suggest that as the Council has a special responsibility as a social landlord, one of the corporate measures should be focused on tenant satisfaction, and that this measure could perhaps replace the measure on limiting the use of temporary accommodation.

The Committee also questioned whether there was a better measure available for new homes in the city because the number of new homes granted planning permission did not necessarily reflect the delivery of new homes on the ground due to other barriers to development. It was suggested that the numbers of Council Tax completion Notices could be a more useful measure in this respect.

The Committee AGREED to submit the following recommendations to the City Executive Board:

1. That the Corporate Plan should be fact-checked in light of funding and national policy changes.
2. That consideration is given to whether and how the number of responses received to the public consultation on the Budget and Corporate Plan could be maximised in future years.
3. That consideration is given to the following suggestions on the corporate success measures:
  - a) That there should be a corporate success measure on tenant satisfaction given that the Council has special responsibilities as a landlord;
  - b) That the corporate success measure for new homes granted permission in the city should better reflect the actual delivery of new homes.

Cllr Hollick left the meeting.

## **91. GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS FOR 2016-2017**

The Grants & External Funding Officer presented the report. Councillor Brown, Executive Board Member for Customer and Corporate Services was also present to answer any questions from the Committee.

The Committee noted the following points:

- Since 2014 there has been a steady increase in the number of applications under open bidding
- The Council recognises that small organisations have limited resources available to bid for grants and in response there are 2 workshops to explain the application process and support organisations making submissions
- The Council does receive grant repayments on occasion

- When awarding grants to county-wide organisations the Council makes it clear that the funding is to support Oxford city residents
- The Council welcomes applications from new organisations and ward councillors are encouraged to publicise the grants allocation process within their community
- The grant allocation evaluation criteria reflect the Council's priorities and areas of responsibility

Modern Art Oxford's Oxford City Council representative, Cllr Smith, said that she was working with the organisation to develop a new service level agreement and to improve the value for money derived from grant funding. The Committee endorsed this approach.

The Committee NOTED the report.

Cllr Hollick rejoined the meeting.

## **92. GO ULTRA LOW OXFORD GRANT FUNDING**

The Service Manager Environmental Sustainability and the Environmental Sustainability Projects Officer presented the report. They said that a major barrier to the uptake of electrical vehicles was the difficulties of accessing on street charging points especially in areas of terraced and communal housing. This project would procure and test various on-street charging technologies with volunteer households. They asked the Committee to promote the scheme within their wards and encourage residents to volunteer to join the scheme.

In discussion the Committee considered the following points:

- the interface between the scheme and existing pressures concerning on street parking and residents parking permits
- the scope to involve local car clubs in the scheme
- the benefits of working with the partner organisations: BMW Group UK, Oxford University Transport Studies Unit and the County Council

The Committee agreed that all City Councillors should be encouraged to promote the scheme within their wards.

The Committee applauded the Sustainable City Team Leader, the OxFutures Programme Manager and the Environmental Sustainability Projects Officer colleagues for their hard work and success in securing the Go Ultra Low Oxford grant funding.

## **93. WORK PROGRAMME AND FORWARD PLAN**

The Committee reviewed the work programme and Forward Plan and AGREED to consider the agenda items detailed in the report at the March and April meetings.

The Chair advised that he had requested a report on the proposed demolition of a building at Westhill Farm.

The Chair of the Finance Panel commented on the positive contribution of officers and members to the budget review work which had resulted in 24 recommendations to the City Executive Board.

The Chair of the Housing Panel was pleased to report a positive response from the City Executive Board to the recommendations on Rents Performance and Choice Based Lettings. She said that she would be presenting the Panel's report on the draft Private Sector Housing Strategy at the next City Executive Board meeting, the recommendations focused on the approach to consultation, waste management in HMO properties and promoting the facility to report suspected unlicensed HMOs. She said that the Housing Panel meeting in April would be a joint meeting with the Tenant Scrutiny Panel to consider tenant involvement.

#### **94. REPORT BACK ON RECOMMENDATIONS**

The Scrutiny Officer reported that the City Executive Board responses to the Guest Houses Review Panel recommendations would be tabled at the next CEB meeting. The Chair said that the overall acceptance rate remained high as the Housing Scrutiny Panel recommendations had been accepted. The Committee NOTED the report.

#### **95. MINUTES**

The Committee resolved to APPROVE the minutes of the meeting held on 12 January 2016 as a true and accurate record.

#### **96. DATES OF FUTURE MEETINGS**

The Committee noted the dates of the future meetings.

**The meeting started at 6.15 pm and ended at 8.00 pm**