

# Agenda

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## City Executive Board

Date: **Thursday 16 June 2016**

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Time: **5.00 pm**

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

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For any further information please contact:

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

# City Executive Board

## Membership

<b>Chair</b>	Councillor Bob Price	Corporate Strategy and Economic Development
	Councillor Ed Turner	Finance, Corporate Asset Management and Public Health
	Councillor Susan Brown	Customer Services and Corporate Services
	Councillor Alex Hollingsworth	Planning, Transport and Regulatory Service
	Councillor Pat Kennedy	Young People, Schools and Skills
	Councillor Mike Rowley	Housing
	Councillor Christine Simm	Culture and Communities
	Councillor Linda Smith	Leisure, Parks and Sport
	Councillor Dee Sinclair	Crime, Community Safety and Licensing
	Councillor John Tanner	Climate Change and Cleaner, Greener Oxford

The quorum for this meeting is three, substitutes are not allowed.

Future items to be discussed by the City Executive Board can be found on the Forward Plan which is available on the Council's [website](#)

### **HOW TO OBTAIN A COPY OF THE AGENDA**

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# AGENDA

## PART ONE PUBLIC BUSINESS

Pages

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST**

**3 PUBLIC QUESTIONS**

When the Chair agrees, the public can ask questions about any item for decision at the meeting for up to 15 minutes. Questions must have been given to the Head of Law and Governance by 9.30am one clear working day before the meeting (email executiveboard@oxford.gov.uk or telephone the person named as staff contact). No supplementary questions or questioning will be permitted. Questions by the public will be taken as read and, when the Chair agrees, be responded to at the meeting.

**4 COUNCILLOR ADDRESSES ON ANY ITEM FOR DECISION ON THE BOARD'S AGENDA**

City Councillors may, when the Chair agrees, address the Board on an item for decision on the agenda (other than on the minutes). The member seeking to make an address must notify the Head of Law and Governance by no later than 9.30am at least one clear working day before the meeting. An address may last for no more than three minutes. If an address is made, the Board member who has political responsibility for the item for decision may respond or the Board will have regard to the points raised in reaching its decision.

**5 COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES**

10 minutes of the meeting is available for any Councillor to raise local issues on behalf of communities directly with the Board. Priority will be given to those who have not already attended within the year and in the order received. Issues can only be raised once unless otherwise agreed by the Board. The Board's responsibility will be to hear the issue and respond at the meeting, if possible, or arrange a written response within 10 working days.

Cllr Henwood will address the Board on the use of direct debit to pay for Council services.

**6 SCRUTINY COMMITTEE REPORTS**

The following scrutiny committee reports will be submitted to this meeting as a supplementary item:

- Oxford City Council Safeguarding Report 2015-2016

**7 INTEGRATED PERFORMANCE REPORT Q4 2015/16**

**Lead Member:** Councillor Turner, Executive Board Member for Finance,

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## Corporate Asset Management and Public Health

The Head of Financial Services and Head of Business Improvement have submitted a report which provides an update on Finance, Risk and Performance as at the end of the financial year.

**Recommendations:** That the City Executive Board resolves to:

1. **Note** the financial outturn and performance of the Council for the year 2015/16 and also the position on risks outstanding as at 31 March 2016;
2. **Agree** the carry forward requests outlined at paragraphs 7 and detailed in Appendix 4 and **recommend to Council** the establishment of budgetary provision in respect of the new bids show in paragraphs 7 and Appendix 4;
3. **Agree** the transfers to General Fund earmarked reserves detailed paragraph 7;
4. **Agree** the transfers to Housing Revenue Account (HRA) earmarked reserves as detailed in paragraph 9;
5. **Agree** the capital carry forwards as detailed in paragraph 13 Appendix 2.

## 8 OXFORD CITY COUNCIL SAFEGUARDING REPORT 2015-2016

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**Lead Member:** Councillor Sinclair, Executive Board Member for Crime, Community Safety and Licensing

The Executive Director, Community Services and Assistant Chief Executive have submitted a report which details the progress made on the Council's Safeguarding Action Plan and recommends the Action Plan for approval for 2016-2017.

**Recommendations:** That the City Executive Board resolves to:

1. To **note** the progress and development of the Council's safeguarding work 2015-2016;
2. To **agree** the Action Plan as set out in Appendix 1

## 9 APPOINTMENT OF OUTSIDE BODIES 2016/17

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**Lead Member:** Councillor Price, Executive Board Member for Corporate Strategy and Economic Development

The Head of Law & Governance has submitted a report which details proposed nominations to outside and other bodies for the 2016/17 Council Year.

**Recommendations:** That the City Executive Board resolves to:

1. **Approve** appointments to outside bodies as shown in Appendix 1;
2. **Note** the revised guidance for appointees as detailed in Appendix 2;
3. **Agree** not to re-appoint to 150 (City of Oxford) Squadron Air Cadets, South East Reserve Forces & Cadets and Oxford Airport Consultative Committee;
4. **Agree** the principles for appointment to community centre associations

and other outside bodies as set out at paragraph 16; and

5. **Agree** to re-appoint representatives to Mortimer Hall Management Committee.

**10 ITEMS RAISED BY BOARD MEMBERS**

**11 MINUTES**

Minutes of the meeting held on 19 May 2016.

**Recommendation:** The City Executive Board **agrees** the minutes of the meeting held on 19 May 2016 as a true and accurate record.

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## **DECLARING INTERESTS**

### **General duty**

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

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

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

### **Declaring an interest**

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

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

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

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

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

**To:** City Executive Board  
**Date:** 16 June 2016  
**Report of:** Head of Financial Services  
 Head of Business Improvement  
**Title of Report:** Integrated Performance Report for quarter 4 2015/16

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To update Members on Finance, Risk and Performance as at the end of the financial year.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Ed Turner
<b>Corporate Priority:</b>	Efficient and Effective Council.
<b>Policy Framework:</b>	Corporate Plan
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1.	<b>Note</b> the financial outturn and performance of the Council for the year 2015/16 and also the position on risks outstanding as at 31 March 2016;
2.	<b>Agree</b> the carry forward requests outlined at paragraphs 7 and detailed in Appendix 4 and recommend to Council the establishment of budgetary provision in respect of the new bids show in paragraphs 7 and Appendix 4;
3.	<b>Agree</b> the transfers to General Fund earmarked reserves detailed paragraph 7;
4.	<b>Agree</b> the transfers to Housing Revenue Account (HRA) earmarked reserves as detailed in paragraph 9;
5.	<b>Agree</b> the capital carry forwards as detailed in paragraph 13 Appendix 2.

<b>Appendices</b>	
Appendix 1	General Fund Outturn
Appendix 2	Capital Programme Outturn
Appendix 3	HRA Outturn
Appendix 4	Carry Forward Requests and New Bids

Appendix 5	Corporate Performance Outturn
Appendix 6	Corporate Risks
Appendix 7	Earmarked Reserves

## Introduction and background

1. This report updates the Board on the performance of the Council for 2015/16 together with an analysis of corporate and service risks faced as at 31 March 2016. A brief summary is as follows:
2. Financial Outturn
  - a. **General Fund** – The outturn position is an underspend of £0.494 million, which is 2% of the gross budget;
  - b. **Efficiencies, Fees and Charges & Service Reduction Targets** – At year end all targets were either delivered as planned or exceeded. Additional income was achieved across service areas;
  - c. **Housing Revenue Account** – after transfers of £10.9 million to a capital reserve to fund investment in future years the HRA working balance remains at £4m;
  - d. **Capital Programme** – the outturn spend is £32.708 million (95% of the latest budget).
3. **Performance** – 74% (14) of Corporate performance targets were delivered as planned, 26% (5) did not meet their target; individual performance targets are detailed in Appendix 5.
4. **Risk Management** – There are no red corporate risks, but four amber risks at year end which are listed at paragraph 22 and Appendix 6.

## General Fund Revenue

5. After taking account of transfers to/from earmarked reserves the General Fund is showing a favourable variance against budget of £0.494 million, the revenue balance remains unchanged at £3.622 million. Variances that are on-going will be picked up as part of the refresh of the Medium Term Financial Plan later in the year.
6. Recommended carry forwards are detailed in Appendix 4.
7. A full list of Earmarked Reserves is attached at Appendix 7.

## General Fund Earmarked Reserves and Working Balances

8. A number of requests have been made to carry forward unspent sums that have either a) not yet started, or b) are started but not completed (£1,025k). Additionally, new bids of £361k have been received to be financed from the underspend. Details of these requests are shown in Appendix 4 and summarised below:



Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total £
Assistant Chief Executive	322,618	53,000	32,500	85,500
Environmental Sustainability	0	3,069	0	3,069
Planning & Regulatory	277,800	0	152,600	152,600
Housing & Property	240,000	40,000	59,878	99,878
Direct Services	0	232,000	0	232,000
Community Services	273,783	0	103,142	103,142
Partnership Team	689,800	0	358,500	358,500
Business Improvement	80,016	0	55,111	55,111
Organisational Development	383,045	0	262,770	262,770
Welfare Reform	0	33,367	0	33,367
<b>Total</b>	<b>2,267,062</b>	<b>361,436</b>	<b>1,024,501</b>	<b>1,385,937</b>

9. The new scheme requests include the following:

- Unitary Bid - £53k to fund the Council costs associated with its unitary bid
- Identifying fuel poverty in Oxford - £3k to be used to part fund the Councils involvement in the countywide Affordable warmth network
- Consultancy for establishing a Housing Company - £40k
- Cowley Marsh Recreation ground car park extension - £132k to facilitate additional fleet at existing depot
- Replacement brush wash for vehicles - £100k – to replace existing system

10. The City Executive Board is asked to review and agree the carry forward requests and new bids. Should all requests be approved then the balance to be transferred to the Capital Financing Reserve will be £494k, any sums not agreed will be added to this figure.

11. There has been a net transfer of £2.941million to General Fund reserves inclusive of the items shown in paragraph 8, a detailed breakdown on which is shown in Appendix 7.

12. The most notable transfers to earmarked reserves are:

NNDR retention reserve - £0.5 million to allow for variations in business rates

- Carry forward request and New bids - £1.386 million as referred to in para 8

- Capital Financing reserve – (£1.116) to finance the capital programme
- Fundamental service review - £0.2 million –to provide backfill and consultancy in respect of Fundamental Service reviews during the 2016/17 budget setting process

### **Housing Revenue Account**

13. The Housing Revenue Account is showing an under spend of £9.809 million predominantly relating to the in year planned moratorium on capital spending, at year end, a variance against the latest budget of £10.946 million. This will be transferred to a HRA Capital Financing Reserve to finance slippage on the capital programme.
14. Net transfers to reserves totalled £9.416 million the majority of which related to the surplus described above. The HRA Working balance brought forward at 1 April 2015 was £4.0 million and as at 31<sup>st</sup> March 2016 this remains unchanged.

### **Capital**

15. Capital expenditure for 2015/16 was £17.1 million on the General Fund and £15.6 million on the HRA giving a total spend of £32.7 million. This expenditure included some large schemes such as:
  - Oxpens Investment Purchase - £6.5 million
  - Homelessness Property Acquisitions - £0.857 million
  - Pavillions - £0.556 million
  - Car Parking across the city - £0.962 million
  - Tower Blocks refurbishment - £0.828 million
  - Rose Hill Community Centre - £3.571 million
  - New Build Council Dwellings- £2.730 million
16. The expenditure is shown on a scheme by scheme basis at Appendix 2. The balance of £0.495 million underspends will release funding back into capital resources. The Appendix also shows the detail of those schemes which have slipped into future years and those which have underspent since the last monitoring undertaken in February 2016. In total the additional variance is £1.884 million which is analysed as follows:

Capital Budget and Spend as at 31 March 2016						
Capital Scheme	Original Budget with Carry Forwards	Latest Budget 2015/16	Spend to 31 March 2016	Outturn Variance to Latest Budget	Outturn Variance due to Slippage	Outturn variance due to Over/ Under spend
	£	£	£	£	£	£
GF Total	22,960,665	18,072,684	17,129,070	(943,614)	(941,526)	(2,088)
Housing Revenue Account	24,618,977	16,518,894	15,578,538	(940,356)	(447,252)	(493,104)
Grand Total	47,579,642	34,591,578	32,707,608	(1,883,970)	(1,388,777)	(495,192)

17. The main areas of variation from the latest budget set in January 2015 are:

#### General Fund

- West End Partnership - £0.335, the spend will be one off contribution to the County Council once the agreement has been made;
- Headington Environmental Improvements - £0.059 million to be slipped into 2016/17. The scheme has not yet started but is planned to commence in 2016/17;
- Investment covered market - £0.075 million to continue improvements to the Covered Market;
- Repairs to investment properties - £0.054 million to continue improvements to investment properties;
- Bury Knowle House - £0.020 million to be slipped into 2016/17 to continue the works;
- Town Hall - £0.022 million to complete improvement to the Town Hall in 2016/17;
- Flood Alleviation - £0.047 million to be slipped into 2016/17 to continue the project;
- Cycle Oxford - £0.025 million to be slipped into 2016/17 for final expenditure;
- Direct Services Depots - £0.027 million to be slipped into 2016/17 to continue with Phase 2 of the project;
- Pavillions and Leisure Centres - £0.052 million to be slipped into 2016/17 so that work can continue on the individual projects;
- Car parking Oxpens - £0.055 million to be slipped into 2016/17 for work to complete in early 2016/17 to relocate Streetscene staff from Gloucester Green;
- Headington Environmental Improvements - £0.059 million to be slipped into 2016/17 to complete the landscaping works;

- Cutteslowe Lower Pavilion - £0.112 million to be slipped into 2016/17, work has started on the scheme but some issues have been encountered which have delayed progress.

#### HRA

- Tower Blocks - £0.311 million to be slipped into 2016/17, works have commenced on the project and the technical design is being agreed, the project will continue in to 2016/17;
  - Structural - £0.080 million to be slipped into 2016/17, to carry out work on Banbury Road Balconies which is due to start in Sept 2016;
  - Roofing - £0.060 million to be slipped into 2016/17 to continue project;
  - External Doors and Windows - £0.090 million to be slipped into 2016/17 to continue the project;
  - Various adaptations and repairs to Council Dwellings - £0.126 million to be slipped into 2016/17 to continue the planned work and repairs;
  - Rose Hill Community Centre - £0.032 million to cover retention costs following completion;
  - HCA New Build - £0.059 million to cover retention costs following completion;
  - Blackbird Leys Regeneration - £0.015 million to continue the project into 2016/17;
  - Kitchens & Bathrooms & Voids - £0.192 million to be slipped into 2016/17 to continue work on the rolling programme of repairs and refurbishments to Council Dwellings;
18. The 2015/16 original budget set in January 2015 for Capital was £47.579 million, the outturn position is £14.871 million underspent against this. The temporary moratorium imposed on both General Fund and HRA Capital schemes agreed by members at CEB on the 10<sup>th</sup> September (lifted in December) due to uncertainties around Government funding especially in the HRA was the main factor. Overall spend was 68% of the budget compared to 76% (£48.7million spent) in 2014/15. Major variations in 2015/16 against original budget include:

#### General Fund

- Community Centre backlog - £0.484 million – Deferred to future years
- Stage 2 museum - £0.434 million – Deferred to 2016/17 as part of the lottery funded project
- MT Vehicle replacement - £1.6 million – Deferred due to the changes in the ordering cycle
- R&D Feasibility - £0.4 million - Deferred
- Property Acquisitions - £1.7 million – Scheme changed to working with St Mungos Broadway
- Flood Alleviation - £1.4 million –to be spent after 2015/16

## HRA

- Tower Bock refurbishment - £5.0 million – Awaiting approval to revised budget
- Extensions and Major Adaptions - £0.301 million – Deferred
- Insulation Works - £0.337 million - Deferred
- Controlled Entry - £0.30 million - Deferred
- Great Estates - £0.750 million - Deferred
- Major Voids - £0.4 million - Deferred
- Blackbird Leys Regeneration - £0.4 million – Scheme alteration to align with available funding
- Solar Panels - £0.5 million - Deferred
- Rosehill Community Centre - £0.175 million Slippage in scheme

## Performance Management

19. There are nineteen Corporate performance measures that are monitored during the year, these are detailed within Appendix 5. Fourteen of these measures met their target, the most notable ones are listed below:

- **The % of Council spend with local businesses** – Target of 50% with an overall achievement of 64.9%;
- **Number of people moved into work by the Welfare Reform Programme** – Target of 4 with a year end achievement of 45;
- **Number of affordable homes for rent delivered** – Target of 67 and an overall achievement of 166;
- **Implementation of measures to reduce the City Council's carbon footprint by 5% each year** – Target of 454 Tonnes with an actual achievement of 637 Tonnes.

20. Five of the Corporate performance measures did not achieve their target as follows:

- **Percentage of all contact carried out online** – Year end result was 26.3% against a target of 27%.
- **The percentage of estimated HMO's in the City that are licensed** – Year end result was 73% against a target of 75%.
- **The number of people estimated to be sleeping rough** – The City Council's annual estimate in November 2015 has seen an increase (from 43 to 56) due to a number of factors with a lack of move-on from the hostel system into Private Rented Sector and social housing causing a major systematic block. Initiatives such as Real Lettings and the ethical landlord model are being developed to try and tackle these issues. In addition, changes to the benefit system impacting EEA nationals in particular have contributed to the increase. A large number of people also have no local connection to Oxford City.
- **The number of training places and jobs created as a result of Council investment and leadership** – We achieved a year end

figure of 466 against a target of 550. We continue to look for opportunities to deliver social value under our contracts. Work to encourage this further through the development of a social value toolkit will commence in the new fiscal year. Under the Tower Block project 6 apprenticeships, the creation of more than 50 FTE opportunities for local students, and 4 new jobs will be created as part of the circa £1m social value offered under the contract which will have a positive effect on the statistics going forward.

- **The number of Council apprenticeships created through Council investment for those who live in Oxford** – 22 apprentices in total against a year-end target of 26. 7 associated with projects at Rosehill Community Centre, Affordable Homes and the Competition Swimming Pool, 15 directly employed through the Council with 13 of those living within an OX postcode area.

## Risk

21. Corporate and Directorate risks are reported within the appendices. Risks are measured according to the matrix shown below:

		Probability					
>90%	Almost Certain	5	5	10	15	20	25
50-90%	Likely	4	4	8	12	16	20
30-50%	Possible	3	3	6	9	12	15
10-30%	Unlikely	2	2	4	6	8	10
<10%	Rare	1	1	2	3	4	5
			1	2	3	4	5
		<b>Impact</b>	Insignificant	Minor	Moderate	Major	Catastrophic

22. There are four amber Corporate Risks as listed below with more detail contained in Appendix 6:

- Resilience of the ICT function – managing projects and improvements alongside business as usual – mitigations to manage this risk have included: agreement of an ICT strategy; embedding ITIL processes; migration to ICT strategic partner; implementation of ICT helpdesk and multi-skilled applications development team.
- Partnership Risk - Potential reduction in funding to our partners – The Council has worked with partners to mitigate the impacts that this may have to mitigate this risk.
- Recruitment and Retention – the risk of losing and not being able to recruit key staff across the organisation – mitigations to manage this risk have included agreeing retention measures, identifying key posts and agreeing action to recruit/retain these posts and review of the recruitment process.

- d. HRA Business Plan Delivery Failure due to changes in Government legislation and the impact this will have on the Council’s finances – this risk was introduced in Q2 following the summer budget and was reported as a red risk in both Q2 and Q3 but the Council has challenged DCLG to help shape the proposals and implementation of these changes to assist in mitigating this risk down to an Amber.

17 The risk relating to the Medium Term Financial Plan savings not being delivered was reported as an Amber risk during the year, and as the year progressed and action plans for delivery of savings were put in place this risk mitigated to a Green risk by the year end.

**Financial implications**

18 All financial implications are covered in the body of this report and the Appendices.

**Legal issues**

19 There are no legal implications directly relevant to this report.

**Level of risk**

20 All risk implications are covered in the body of this report and the Appendices.

**Equalities impact**

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

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**Background Papers:** None

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<b>GF Outturn Report 15/16 @ 31st March, 2016</b>	<b>Final Actual</b>	<b>Latest Budget</b>	<b>Variance YTD</b>	<b>Carry Forward</b>	<b>Final Outturn</b>	<b>Final Variance</b>
	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>	<b>£000's</b>
<b>Directorates</b>						
Assistant Chief Executive	651	918	(267)	86	736	(182)
<b>Assistant Chief Executive</b>	<b>651</b>	<b>918</b>	<b>(267)</b>	<b>86</b>	<b>736</b>	<b>(182)</b>
Partnerships Team	582	960	(378)	359	941	(20)
Planning and Regulatory	684	583	101	153	837	253
Housing and Property	(6,737)	(5,242)	(1,495)	100	(6,637)	(1,395)
<b>Regeneration &amp; Housing</b>	<b>(5,471)</b>	<b>(3,698)</b>	<b>(1,773)</b>	<b>611</b>	<b>(4,860)</b>	<b>(1,162)</b>
Environmental Sustainability	776	712	65	3	779	68
Community Services	5,771	6,024	(253)	103	5,874	(150)
Direct Services	1,066	2,052	(986)	232	1,298	(754)
<b>Community Services</b>	<b>7,613</b>	<b>8,788</b>	<b>(1,174)</b>	<b>338</b>	<b>7,952</b>	<b>(836)</b>
Transformation	225	225			225	
Business Improvement	8,619	8,610	10	55	8,674	65
Organisational Development	750	1,015	(266)	263	1,012	(3)
Welfare Reform Team	300	331	(31)	33	333	2
Financial Services	2,736	2,864	(128)		2,736	(128)
Law & Governance	2,500	2,482	17		2,500	17
<b>Organisational Development &amp; Corporate Services</b>	<b>15,129</b>	<b>15,527</b>	<b>(398)</b>	<b>351</b>	<b>15,481</b>	<b>(46)</b>
<b>Directorate Total Excl SLA's &amp; Capital Charges</b>	<b>17,923</b>	<b>21,535</b>	<b>(3,612)</b>	<b>1,386</b>	<b>19,309</b>	<b>(2,226)</b>
<b>SLA's &amp; Capital Charges</b>	<b>6,937</b>	<b>3,364</b>	<b>3,573</b>		<b>6,937</b>	<b>3,573</b>
<b>Corporate Accounts Contingencies</b>	<b>(12,733)</b>	<b>(3,566)</b>	<b>(9,167)</b>		<b>(5,089)</b>	<b>(1,523)</b>
		<b>1,318</b>	<b>(1,318)</b>		<b>1,178</b>	<b>(140)</b>
<b>Total Corporate Accounts &amp; Contingencies</b>	<b>(12,733)</b>	<b>(2,248)</b>	<b>(10,484)</b>		<b>(3,911)</b>	<b>(1,662)</b>
<b>Net Budget Requirement</b>	<b>12,128</b>	<b>22,651</b>	<b>(10,524)</b>	<b>1,386</b>	<b>22,336</b>	<b>(316)</b>
<b>Total Funding Available</b>	<b>(22,791)</b>	<b>(22,612)</b>	<b>(179)</b>		<b>(22,791)</b>	<b>(179)</b>
<b>(Surplus) / Deficit for year</b>	<b>(10,663)</b>	<b>39</b>	<b>(10,702)</b>	<b>1,386</b>	<b>(455)</b>	<b>(494)</b>

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### Capital Budget and Spend as at 31 March 2016

Capital Scheme	Original Budget with Carry Forwards	Latest Budget 2015/16	Spend to 31 March 2016	Outturn Variance to Latest Budget	Outturn Variance due to Slippage	Outturn variance due to Over/ Under spend
	£	£	£	£	£	£
C3039 ICT Infrastructure	90,365	86,365	106,072	19,707	19,707	0
C3044 Software Licences	177,000	175,000	164,045	(10,955)	(10,955)	0
C3045 Mobile Working	69,902	75,902	75,241	(661)	(661)	0
C3047 Oracle 11g Upgrade	25,000	25,000	9,000	(16,000)	(16,000)	
C3053 New Council website	101,119	101,119	162,123	61,004	61,004	
C3054 Purchase of web service (API's)	78,050	78,050	41,098	(36,953)	(36,953)	
<b>S03 Business Improvement</b>	<b>541,436</b>	<b>541,436</b>	<b>557,578</b>	<b>16,142</b>	<b>16,142</b>	<b>0</b>
<b>S106 Funded Schemes</b>						
F1323 Bridge Over Fiddlers Stream	228,016	5,000	3,770	(1,230)	(1,230)	
F7005 Oxford Road Park, Littlemore - Improvements	-	0	5,935	5,935		5,935
F7007 Woodfarm / Headington Community Centre	19,887	0	0	0	0	
F7009 CCTV Gipsy Lane Campus	60,000	0	0	0	0	
F7010 Work of Art Said Business School	50,000	0	0	0	0	
F7011 Headington Environmental Improvements	59,004	59,004	0	(59,004)	(59,004)	
F7012 Rose Hill Recreation Ground Improvements	3,300	3,300	0	(3,300)	(3,300)	
F7019 Work of Art Rose Hill	2,288	0	0	0	0	
F7020 Work of Art Shotover View	14,635	0	0	0	0	
F7022 Wyatt Road Recreation Ground	1,830	0	0	0	0	
F1332 Improvements to Pembroke Street		120,000	119,000	(1,000)		(1,000)
F7024 St Clements Environmental Improvements	50,000	0	0	0	0	
<b>Grants</b>						
E3511 Renovation Grants	50,000	25,000	16,917	(8,083)	(8,083)	
E3521 Disabled Facilities Grants	640,000	501,000	513,973	12,973		12,973
<b>S11 Planning &amp; Regulatory</b>	<b>1,178,960</b>	<b>713,304</b>	<b>659,594</b>	<b>(53,710)</b>	<b>(71,617)</b>	<b>17,907</b>
M5014 West End Partnership	335,000	335,000	0	(335,000)	(335,000)	
M5022 Investment Purchase - Oxpens	2,000,000	6,500,000	6,500,000	0	0	0
<b>S10 Partnerships Team</b>	<b>2,335,000</b>	<b>6,835,000</b>	<b>6,500,000</b>	<b>(335,000)</b>	<b>(335,000)</b>	<b>0</b>
<b>Community Centres</b>						
B0033 Community Centres	547,012	50,000	62,580	12,580		12,580
<b>Covered Market</b>						
B0027 Covered Market - Improvements & Upgrade to Roof	49,789	124,789	114,993	(9,796)	(9,796)	
B0028 Covered Market - New Roof Structures to High St Entrances	75,598	22,514	16,896	(5,619)	(5,619)	
B0036 Investment ~ Covered Market	244,604	87,960	28,075	(59,885)	(59,885)	
<b>Investment Properties</b>						
B0003 Roof Repairs & Ext Refurbishment 44-46 George St	27,000	0	0	0		
B0040 Investment ~ Broad Street	92,087	69,209	38,016	(31,193)	(31,193)	
B0041 Investment - Misc. City Centre Properties	35,090	7,972	4,398	(3,574)	(3,574)	
B0043 Investment George Street	163,340	21,334	55,411	34,077	34,077	
B0044 Investment - Outer City	127,908	0	0	0		
B0045 Investment ~ St. Michael's Street	6,035	0	0	0		
B0046 Investment - Ship Street	52,184	52,184	6,859	(45,325)	(45,325)	
B0072 23-25 Broad Street		1,400	10,637	9,237		9,237
B0092 Acquisition of Investment Properties		693,000	684,743	(8,257)	(8,257)	
<b>Miscellaneous Council Properties</b>						
B0032 Bury Knowle House	37,900	77,900	57,484	(20,416)	(20,416)	
B0067 Fencing Repairs Across the City		3,430	4,202	772		772
B0077 Direct Services Depots	404,131	404,131	377,167	(26,964)	(26,964)	
B0078 Allotments	51,150	0	0	0		
B0079 Street Sports Sites	10,719	0	0	0		
B0082 Garages	138,309	125,453	128,325	2,872	2,872	

Capital Scheme	Original Budget with Carry Forwards	Latest Budget 2015/16	Spend to 31 March 2016	Outturn Variance to Latest Budget	Outturn Variance due to Slippage	Outturn variance due to Over/ Under spend
	£	£	£	£	£	£
B0088 Barns Road Car Park	128,254	163,000	163,000	0		
				0		
				0		
<b>Parks &amp; Cemeteries</b>						
B0048 Leisure - Cemeteries	16,977	10,000	12,727	2,727	2,727	
B0050 Leisure ~ Depots	18,760	0	0	0		
B0065 Parks & Cemetery - Masonry Walls & Path Improvements	40,000	40,000	43,601	3,601		3,601
<b>Town Hall &amp; St Aldates Chambers</b>						
B0054 Town Hall	45,940	251,940	271,030	19,090		19,090
B0068 Town Hall - Conference System Refurbishment	178,841	59,461	53,008	(6,453)	(6,453)	
B0090 St Aldates Security	-	4,000	7,095	3,095		3,095
B0091 Town Hall Boiler Replacement	157,500	130,750	114,686	(16,064)	(16,064)	
				0		
				0		
<b>General Fund Housing Projects</b>						
M5019 Homelessness Property Acquisitions	2,547,488	857,080	857,080	(0)	(0)	
M5020 Empty Homes CPO Revolving Fund	750,000	0	0	0		
M5021 Equity Loan Scheme for Teachers	300,000	0	0	0		0
<b>S13 Housing and Property Total</b>	<b>6,246,617</b>	<b>3,257,507</b>	<b>3,112,011</b>	<b>(145,496)</b>	<b>(193,870)</b>	<b>48,374</b>
E3554 Additional SALIX Plus funding	342,649	277,000	275,064	(1,936)	(1,936)	
E3555 Flood Alleviation at Northway & Marston	1,467,951	115,000	67,866	(47,134)	(47,134)	
F0015 Cycle Oxford	164,910	144,910	119,909	(25,001)	(25,001)	
<b>S20 Environmental Sustainability</b>	<b>1,975,510</b>	<b>536,910</b>	<b>462,839</b>	<b>(74,071)</b>	<b>(74,071)</b>	<b>0</b>
<b>Community Facilities</b>						
G3015 NE Marston Croft Road Recreation Ground	13,151	0	0	0		
G3018 St Ebbes Deaf and Hard of Hearing Centre	50,000	0	0	0		
G3019 Wood Farm Neighbourhood Community Facility Improvements	75,000	0	0	0		
<b>Community Safety</b>						
E3556 Additional CCTV to Speedwell street	40,000	40,000	21,210	(18,790)	(18,790)	
G6014 CCTV Project	25,000	0	0	0		
G6015 CCTV Rose Hill		2,810	2,810	0		0
<b>Museum of Oxford</b>						
B0075 Stage 2 Museum of Oxford Development	434,390	19,500	0	(19,500)	(19,500)	
<b>Indoor Sports</b>						
A4808 Blackbird Leys Leisure Centre Improvements	128,278	51,773	41,537	(10,236)	(10,236)	
A4810 New Build Completion Pool	102,827	37,403	41,795	4,392	4,392	
A4814 Leisure Centre Substantive Works		0	0	0		
A4815 Leisure Centre Improvement Work	442,992	77,355	77,355	0		
A4835 Biomass store at Cutteslowe Park to supply new	53,160	0	0	0		
A4829 Oxford Spires Academy	500,000	500,000	500,000	0		
<b>Sports Pavilions</b>						
A4816 Pavilions General	186,232	297,413	266,656	(30,757)	(30,757)	
A4837 Quarry Pavillion	-	0	1,540	1,540	1,540	
A4840 Cutteslowe Lower Pavilion	481,181	400,000	287,968	(112,032)	(112,032)	
A4832 Pavilions Grey Water Harvesting	28,000	0	0	0		
<b>Outdoor Sports</b>						
A3129 Donnington Recreation Ground Improvements	44,375	0	0	0		
A4820 Upgrade Existing Tennis Courts	101,738	72,000	76,008	4,008	4,008	
A4821 Upgrade Existing Multi-Use Games Area	46,714	20,000	17,747	(2,253)	(2,253)	
A4833 Horspath Athletics Ground	50,000	170,000	177,114	7,114	7,114	
A4834 Cutteslowe Park Splash Feature	100,000	0	0	0		
A4836 Court Place Farm Car Park	-	0	4,598	4,598	4,598	
A4839 New Skate Park -Northway, Bertie Place and	70,000	0	0	0		
				0		
				0		
<b>Parks &amp; Cemeteries</b>						
Lye Valley & Chiswell Valley Walkways	-	20	0	1,599	1,599	1,599
A4826 Parks Works	51,037	151,079	151,579	500	500	

Capital Scheme	Original Budget with Carry Forwards	Latest Budget 2015/16	Spend to 31 March 2016	Outturn Variance to Latest Budget	Outturn Variance due to Slippage	Outturn variance due to Over/ Under spend
	£	£	£	£	£	£
A4830 Develop new burial space	35,275	35,275	13,300	(21,975)	(21,975)	
<b>S22 Community Services Total</b>	<b>3,059,350</b>	<b>1,874,608</b>	<b>1,682,815</b>	<b>(191,793)</b>	<b>(193,391)</b>	<b>1,599</b>
<b>Vehicles</b>						
R0005 MT Vehicles/Plant Replacement Programme.	3,318,589	2,244,669	2,253,481	8,812	8,812	
T2280 - Heavy Goods Vehicle Testing Facility	51,288	51,288	45,745	(5,543)		(5,543)
<b>Cleansing Services</b>						
T2269 Toilet improvements	20,000	22,000	21,143	(857)		(857)
T2277 Food waste collection from flats	204,839	207,000	184,635	(22,365)	(22,365)	
T2282 Solar Compacting Bins	25,000	0	0	0		
T2284 Waste & Recycling Compactors		50,000	49,980	(20)		(20)
<b>Car Parking &amp; Highways</b>						
B0037 Car Parks	84,361	84,361	83,822	(539)		(539)
B0081 Car Parking Oxpens	542,804	349,804	295,101	(54,703)	(54,703)	
B0086 Extension to Seacourt Park & Ride	359,928	225,000	214,662	(10,338)	(10,338)	
T2273 Car Parks Resurfacing	452,703	452,703	452,703	0	0	
T2274 Gloucester Green Car Park Waterproofing	88,170	49,838	49,838	0	0	
T2279 Dunnocks Way Parking Project	83,124	83,124	83,124	0	0	
T2283 Sandy Lane Resurfacing	105,285	83,132	83,132	(0)	(0)	
<b>S23 Direct Services Total</b>	<b>5,336,091</b>	<b>3,902,919</b>	<b>3,817,367</b>	<b>(85,552)</b>	<b>(78,593)</b>	<b>(6,959)</b>
B0074 R & D Feasibility Fund	401,841	20,000	8,875	(11,125)	(11,125)	
C3052 Fraud Solutions and Data Warehouse	41,000	41,000	0	(41,000)		(41,000)
G6013 Superconnected Cities	844,860	350,000	327,991	(22,009)		(22,009)
<b>S32 Finance Total</b>	<b>1,287,701</b>	<b>411,000</b>	<b>336,866</b>	<b>(74,134)</b>	<b>(11,125)</b>	<b>(63,009)</b>
Cycling and Public Realm	500,000	0	0	0		
Western Conveyance Channel	500,000	0	0	0		
<b>Third Party CIL Funding</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GF Total</b>	<b>22,960,665</b>	<b>18,072,684</b>	<b>17,129,070</b>	<b>(943,614)</b>	<b>(941,526)</b>	<b>(2,088)</b>
<b>Housing Revenue Account Capital Programme</b>						
<b>External Contracts</b>						
N6384 Tower Blocks	5,781,717	1,139,000	827,955	(311,045)	(311,045)	
N6386 Structural	131,000	131,000	51,206	(79,794)	(79,794)	
N6387 Controlled Entry	311,000	10,000	(944)	(10,944)		(10,944)
N6389 Damp-proof works (K&B)	95,000	95,000	67,089	(27,911)		(27,911)
N6392 Roofing	158,000	308,000	247,389	(60,611)		(60,611)
N6393 External Doors	301,000	210,000	167,761	(42,239)		(42,239)
N6394 Windows	263,000	113,000	67,197	(45,803)		(45,803)
N7020 Extensions & Major Adaptions	623,000	321,179	281,370	(39,809)		(39,809)
N7026 Communal Areas	178,000	158,000	128,982	(29,018)		(29,018)
N7027 Environmental Improvements	95,240	50,000	37,745	(12,255)		(12,255)
N7036 Food Waste Collection	57,427	58,000	51,607	(6,393)		(6,393)
		0	0	0		
N7033 Energy Efficiency Initiatives	363,000	163,000	165,773	2,773		2,773
N7037 Solar Panels	715,000	233,321	244,945	11,624		11,624
N7038 Insulation Works	780,000	442,500	433,788	(8,712)		(8,712)
N7039 Investment Programme Delivery	156,000	0	0	0		
<b>New Build</b>						
B0034 Rose Hill Community Centre	3,778,355	3,602,894	3,571,481	(31,413)	(31,413)	
N7029 HCA New Build	2,143,483	2,789,000	2,730,228	(58,772)	(25,000)	(33,772)
N7031 Homes at Barton	619,376	50,000	29,228	(20,772)		(20,772)
N7032 Great Estates: Estate Enhancements and	1,149,379	400,000	422,230	22,230		22,230
N7040 Blackbird Leys Regeneration	416,000	15,000	0	(15,000)		(15,000)
<b>Internal Contracts</b>						
N6385 Adaptations for disabled	573,000	609,684	654,837	45,153		45,153

Capital Scheme	Original Budget with Carry Forwards	Latest Budget 2015/16	Spend to 31 March 2016	Outturn Variance to Latest Budget	Outturn Variance due to Slippage	Outturn variance due to Over/ Under spend
	£	£	£	£	£	£
N6390 Kitchens & Bathrooms	3,177,491	3,178,000	3,044,778	(133,222)		(133,222)
N6391 Heating	1,633,509	1,659,000	1,638,523	(20,477)		(20,477)
N6388 Major Voids	764,000	427,316	343,411	(83,905)		(83,905)
N6395 Electrics	356,000	356,000	371,959	15,959		15,959
<b>Housing Revenue Account</b>	<b>24,618,977</b>	<b>16,518,894</b>	<b>15,578,538</b>	<b>(940,356)</b>	<b>(447,252)</b>	<b>(493,104)</b>
<b>Grand Total</b>	<b>47,579,642</b>	<b>34,591,578</b>	<b>32,707,608</b>	<b>(1,883,970)</b>	<b>(1,388,777)</b>	<b>(495,192)</b>

HRA Outturn Report 15/16 @ 31st March, 2016	Approved Budget (per Budget book)	Actual YTD	Budget YTD	Variance YTD	Final Outturn	Final Variance
	£000's	£000's	£000's	£'000's	£'000's	£'000's
Dwelling Rent	(41,705)	(42,809)	(41,705)	(1,104)	(42,809)	(1,104)
Service Charges	(1,244)	(1,810)	(1,244)	(566)	(1,810)	(566)
Furniture & Other Rent	(757)	(976)	(781)	(195)	(976)	(195)
Major Project Team Fees	(337)					
<b>Net Income</b>	<b>(44,042)</b>	<b>(45,594)</b>	<b>(43,729)</b>	<b>(1,865)</b>	<b>(45,594)</b>	<b>(1,865)</b>
General Management	5,494	4,542	5,393	(851)	4,542	(851)
Special Services	2,381	2,574	2,756	(182)	2,574	(182)
Other Expenditure	3,195	1,239	1,797	(558)	1,239	(558)
Bad Debt Provision	365	300	346	(45)	300	(45)
Responsive & Cyclical Repairs	10,091	10,394	10,398	(4)	10,394	(4)
Interest Paid	7,922	7,760	7,922	(162)	7,760	(162)
Depreciation	5,849	9,115	5,849	3,266	9,115	3,266
<b>Total Expenditure</b>	<b>35,297</b>	<b>35,924</b>	<b>34,461</b>	<b>1,463</b>	<b>35,924</b>	<b>1,463</b>
<b>Net Operating Expenditure/(Income)</b>	<b>(8,746)</b>	<b>(9,671)</b>	<b>(9,269)</b>	<b>(402)</b>	<b>(9,671)</b>	<b>(402)</b>
<b>Total Appropriations</b>	<b>8,954</b>	<b>(138)</b>	<b>10,406</b>	<b>(10,544)</b>	<b>(138)</b>	<b>(10,544)</b>
<b>Total HRA (Surplus)/Deficit</b>	<b>208</b>	<b>(9,809)</b>	<b>1,196</b>	<b>(10,946)</b>	<b>(9,809)</b>	<b>(10,946)</b>

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**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16**

<b>Description</b>	<b>Original Budget</b>	<b>New Scheme Request</b>	<b>Slipped Scheme</b>	<b>Total</b>
	£	£	£	£
Assistant Chief Executive	322,618	53,000	32,500	85,500
Environmental Sustainability	0	3,069	0	3,069
Planning & Regulatory	277,800	0	152,600	152,600
Housing & Property	240,000	40,000	59,878	99,878
Direct Services	0	232,000	0	232,000
Community Services	273,783	0	103,142	103,142
Partnership Team	689,800	0	358,500	358,500
Business Improvement	80,016	0	55,111	55,111
Organisational Development	383,045	0	262,770	262,770
Welfare Reform	0	33,367	0	33,367
<b>Total</b>	<b>2,267,062</b>	<b>361,436</b>	<b>1,024,501</b>	<b>1,385,937</b>

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16**  
**S01 - Assistant Chief Executive**

Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total Requested £	Reason for Request
Unitary Bid	53,000	53,000		53,000	Consultancy and additional staff costs for Unitary status bid
Residents Survey	57,722		20,000	20,000	Residents satisfaction survey, assessing residents perceptions of their local area, Council services, community safety, local economy and health and well being issues
Assistant Comms Officer	211,896		12,500	12,500	There are two reasons for making this request. The first being the need to cover the cost of this post until end of July when a full-time temporary maternity cover fixed term contract ends. And the second to provide an additional two months cover to provide additional resource on the social media platforms throughout the Devolution consultation period and to assist with cover for marketing campaigns through the next six month period.
	<b>322,618</b>	<b>53,000</b>	<b>32,500</b>	<b>85,500</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16**  
**S01 - Assistant Chief Executive**

Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total Requested £	Reason for Request
Identifying Fuel Poverty in Oxford/EDIS	0	3,069		3,069	Unbudgeted income was received in 15/16 for this project, which is proposed to be used to part fund Oxford's involvement with the countywide Affordable warmth network in 16/17. This will address fuel poverty in Oxford for assisting fuel poor households with targeted home energy advice, energy efficiency upgrades, and signposting to financial help
	<b>0</b>	<b>3,069</b>	<b>0</b>	<b>3,069</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S11 - Planning and Regulatory**

Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total Requested £	Reason for Request
Winter Warmth Grants	27,800	0	7,600	7,600	Underspent external funding to be carried forward to provide energy efficiency grants to vulnerable people
Oxford Growth Strategy	250,000		145,000	145,000	Carry out work on Oxford Growth Strategy - contribution to post SHMA join work/ SHMA Programme Officer; local plans and production of Oxford Growth Strategy. This will allow the Grenoble Road planning application to be submitted before the end of 2016
	<b>277,800</b>	<b>0</b>	<b>152,600</b>	<b>152,600</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S13 - Housing and Property**

<b>Description</b>	<b>Original Budget £</b>	<b>New Scheme Request £</b>	<b>Slipped Scheme £</b>	<b>Total Requested £</b>	<b>Reason for Request</b>
Covered Market Sprinklers - Replacement Pipework	140,000		20,000	20,000	This budget is the reactive maintenance budget for Commercial Properties owned by the City Council. In 2015/16 less repair and maintenance was carried out to Shops on Housing Estates than in previous years.
Energy Advice Officer & CAB home visits	100,000		39,878	39,878	Posts were recruited in Sept 2015, budget needs to straddle into 16/17 to cover full year costs
Consultancy for establishing Housing company		40,000		40,000	The Housing Company forms part of the Councils General fund and there are set up costs which are required to be funded by the Council to set the company up
	<b>240,000</b>	<b>40,000</b>	<b>59,878</b>	<b>99,878</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S23 - Direct Services**

<b>Description</b>	<b>Original Budget £</b>	<b>New Scheme Request £</b>	<b>Slipped Scheme £</b>	<b>Total Requested £</b>	<b>Reason for Request</b>
Cowley Marsh Recreation ground car park extension		132,000		132,000	it is proposed that the adjacent Marsh Recreation Car Park be extended and refurbished to provide extra car parking space, while some of the existing Depot staff parking is designated for fleet vehicle use.
Brush Wash		100,000		100,000	Purchase a new vehicle brush wash to replace the current one, which frequently breaks and is soon to be out of contract
	<b>0</b>	<b>232,000</b>	<b>0</b>	<b>232,000</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S22 -Community Services**

<b>Description</b>	<b>Original Budget £</b>	<b>New Scheme Request £</b>	<b>Slipped Scheme £</b>	<b>Total Requested £</b>	<b>Reason for Request</b>
Ward Member Budgets	132,873		37,911	37,911	The precedent is that any unspent ward member balances are carried forward between financial years, allowing greater flexibility and potential to support larger projects. Carry forward ensures that wards with unspent balances are not penalised.
Develop a Community Trust	75,000		48,231	48,231	To set up a community trust with wide-range of benefits working closely with local partner organisations
Arts Development	65,910		17,000	17,000	Combination of SLA and one-off programming grants to deliver a variety of arts projects for organisations or City Council projects (CREATE, Cultural Fund, Museum of Oxford & Christmas Light Festival)
	<b>273,783</b>	<b>0</b>	<b>103,142</b>	<b>103,142</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S10 - Partnership Team**

Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total Requested £	Reason for Request
Regeneration Consultants Budget	565,300		351,000	351,000	Oxpens selection of a development partner; Oxford Station masterplan SPD; Mixed use scheme at Cowley; Publicity and community engagement
Word academies and Innovation	124,500		7,500	7,500	To support the setting up of a workd based 'academy' at Barton and match for ERDF funding for innovation schemes
	<b>689,800</b>	<b>0</b>	<b>358,500</b>	<b>358,500</b>	



**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16**  
**S03 - Business Improvement**

Description	Original Budget £	New Scheme Request £	Slipped Scheme £	Total Requested £	Reason for Request
Customer First Programme	80,016		55,111	55,111	to support transformation and channel shift projects including: Rents & Revenues; Landlords portal; tenants portal and promote channel shift
	<b>80,016</b>	<b>0</b>	<b>55,111</b>	<b>55,111</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S04 - Organisational Development**

<b>Description</b>	<b>Original Budget £</b>	<b>New Scheme Request £</b>	<b>Slipped Scheme £</b>	<b>Total Requested £</b>	<b>Reason for Request</b>
Corporate Wellbeing and Leadership & Management Development	200,000		152,000	152,000	to fund the contract with Q-learning to deliver the Leadership and Management Development Programme, due to a delayed start - etimated end date Oct 16
Apprenticeship Programme	183,045		110,770	110,770	Due to the nature of the programme funding is set aside at the start of the recruitment period and subsequently is used over a two year period. The carry forward is the remaining funding from year one
	<b>383,045</b>	<b>0</b>	<b>262,770</b>	<b>262,770</b>	

**SUMMARY OF CARRY FORWARD REQUESTS AND NEW BIDS 2015/16****S04 - Organisational Development**

<b>Description</b>	<b>Original Budget £</b>	<b>New Scheme Request £</b>	<b>Slipped Scheme £</b>	<b>Total Requested £</b>	<b>Reason for Request</b>
Oxford Community Work Agency		33,367		33,367	Funding of posts in Oxford Community Work Agency following withdrawal of County Council Grant
	<b>0</b>	<b>33,367</b>	<b>0</b>	<b>33,367</b>	

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## Corporate Performance Measures

Measure	Target	Result for 15/16
The % of Council spend with local businesses	50%	64.90%
The number of training places and jobs created as a result of council investment and leadership	550	466
The number of council apprenticeships created through Council investment for those who live in Oxford	26	22
Number of people moved into work by the Welfare Reform Programme	4	45
The percentage of estimated HMOs in the city that are licenced	75%	73%
Limit our use of temporary accomodation at 2015 levels	120	115
Number of affordable homes for rent delivered	67	166
The number of people estimated to be sleeping rough	45	56
The number of successful interventions with rough sleepers	250	326
The number of people taking part in our youth ambition programme	5400	6640
The % increase in the number of adults taking part in sport as measured by Sport England's Active People Survey	31.50%	31.50%
Satisfaction with our street cleaning services	75%	78.78%
Implementation of measures to reduce the City Council's carbon footprint by 5% each year	454 Tonnes	637 Tonnes
The amount of non-recyclable waste produced in the city per household decreases each year	425 kgs	409.74 kgs
Household waste recycled and composted	46.50%	46.86%
The % of customers satisfied at their first point of contact	80%	80%
The delivery of the Council's efficiency savings	£3,122,000	£3,122,000
Resident satisfaction with their area as a place to live	81%	81%
% of all contact carried out online	27%	26.30%

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## Corporate Risk Register

Risk			Current Risk Rating	
Ref	Title	Risk description	I	P
CRR-001-15/16	ICT	Resilience of ICT function - managing projects and improvements alongside business as usual	3	3
CRR-004-15/16	Partnership Risk	Financial reduction in funding and impact on our partners	3	5
CRR-005-15/16	Recruitment and Retention	The risk of losing good quality staff and the inability to recruit into key posts with good quality staff	3	3
CRR-030	HRA Business Plan Delivery failure	Changes to variable factors threatens investment and service performance and medium term financial strategy	4	2
CRR-002-15/16	Budget and Income	Medium Term Financial Plan savings not delivered and pressures not anticipated or accurately recorded. Income not collected on a timely basis	3	2
CRR-003-15/16	Partnership Risk	Ability to engage with Partners	2	2
CRR-006-15/16	Environmental	The impact of adverse environmental episodes on service delivery and the subsequent adverse financial impact on Council	3	2

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**List of Earmarked Reserves as at 31st March 2016**

	Balance at 31 March 2016 £000	Transfers In 2015/16 £000	Transfers Out 2015/16 £000	Balance at 31 March 2015 £000
<b>General Fund:</b>				
Direct Revenue Funding of Capital	(13,425)	(1,036)	2,152	(14,541)
NNDR Retention Reserve	(3,829)	(500)	-	(3,329)
Committed Projects Reserve	(2,243)	(1,455)	1,564	(2,352)
Dry Recyclate Reserve	(1,400)	-	-	(1,400)
Grants Reserve	(1,309)	(875)	628	(1,062)
Employee Cost Reserve	(1,257)	-	-	(1,257)
Organisational Development Reserve	(1,185)	(1,298)	547	(433)
Business Transformation Projects	(988)	(867)	565	(685)
Homelessness	(952)	-	48	(1,000)
Housing Benefit Reserve	(804)	(804)	-	-
Westgate Redevelopment Reserve	(737)	-	-	(737)
IT Infrastructure and Equipment Reserve	(710)	(690)	333	(353)
Assets of Community Value	(707)	(707)	-	-
Loan and Property Fund Guarantee Reserve	(516)	-	-	(516)
Community Services Carry Forward Reserve	(438)	(122)	429	(746)
Repairs & Maintenance Reserve	(414)	-	45	(459)
Flood Reserve	(357)	-	-	(357)
Rose Hill Demolition	(339)	-	-	(339)
Reserve for Land Charges	(317)	(184)	59	(192)
OxFutures Reserve	(300)	-	-	(300)
SALIX Energy Projects Reserve	(265)	(184)	130	(212)
Blue Bin League Reserve	(262)	(262)	-	-
Fundamental Service Review	(200)	(200)	-	-
Economic Development Reserve	(158)	(27)	-	(131)
Taxi Licensing Reserve	(135)	-	25	(160)
P&R County Contribution - Future Maintenance	(117)	-	-	(117)
City Council Elections Reserve	(71)	(60)	-	(11)
Land at Barton	(69)	-	2	(71)
External Legal Fees Reserve	(65)	(125)	60	-
SALIX Management Fee	(60)	(20)	-	(39)
Lord Mayors Deposit	(52)	-	3	(56)
Disabled Transport Contingency	(50)	-	-	(50)
General Licensing reserve	(48)	-	18	(66)
Home Choice fund for single persons	(36)	(9)	3	(31)
Severe Weather Recovery Scheme	(35)	-	-	(35)
Business Support Scheme	(30)	(30)	-	-
Jobs Club Contingency	(25)	-	17	(42)
Town Hall Equipment Reserve	(20)	-	-	(20)
Shopmobility Reserve	(20)	(5)	-	(14)
Town Team Partners	(10)	-	-	(10)
Berkshire, Oxfordshire, Buckinghamshire and Milton Keynes Planning Fund	(9)	(2)	-	(6)
Museum Development Reserve	(5)	(2)	-	(3)
Work Of Art Reserve	(5)	-	-	(5)
HMO Licensing Reserve	-	-	9	(9)
Feed In Tariff Management Fee	-	-	2	(2)
CLG Homelessness Grant	-	-	-	-
Unlawful Dwellings Reserve	0	(0)	8	(7)
<b>Total General Fund</b>	<b>(33,975)</b>	<b>(9,465)</b>	<b>6,647</b>	<b>(31,156)</b>
<b>HRA:</b>				
HRA Capital Projects	(15,031)	(15,959)	6,438	(5,510)
IT Equipment Reserve	(196)	-	83	(279)
HRA - CRM Work	(120)	(248)	248	(120)
Eco Funding	(119)	(28)	-	(91)
Direct Payment Project Arrears Reserve	(101)	-	39	(141)
Committed Projects Reserve	(38)	(287)	248	-
SALIX Energy Projects Reserve	(18)	(18)	-	-
Albert House	-	-	60	(60)
Normandy Crescent Fund	-	-	7	(7)
<b>Total HRA</b>	<b>(15,624)</b>	<b>(16,540)</b>	<b>7,124</b>	<b>(6,207)</b>
<b>Insurance Funds:</b>				
Self Insurance Fund	(1,762)	(466)	-	(1,296)
<b>Total Insurance Funds</b>	<b>(1,762)</b>	<b>(466)</b>	<b>-</b>	<b>(1,296)</b>
<b>Grand Total</b>	<b>(51,360)</b>	<b>(26,472)</b>	<b>13,771</b>	<b>(38,659)</b>

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**To:** City Executive Board

**Date:** 16 June 2016

**Report of:** Executive Director, Community Services

**Title of Report:** OXFORD CITY COUNCIL, SAFEGUARDING REPORT 2015-2016

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To report the progress made on the Council's Safeguarding Action Plan and to recommend the Action Plan for approval for 2016-2017.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Cllr Dee Sinclair, Executive Board Member for Crime, Community Safety and Licensing
<b>Corporate Priority:</b>	Strong and Active Communities
<b>Policy Framework:</b>	Corporate Plan.
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
1.	To <b>note</b> the progress and development of the Council's safeguarding work 2015-2016;
2.	To <b>agree</b> the Action Plan as set out in Appendix 1

<b>Appendices</b>	
Appendix 1	Oxford City Council's Safeguarding Action Plan 2016-17
Appendix 2	Equalities Impact Assessment
Appendix 3	Risk Register

## Background

1. Safeguarding children is the role of Oxfordshire County Council and it is overseen by the Oxfordshire Safeguarding Children's Board (OSCB). Oxford City Council is a key partner in ensuring safeguarding and in promoting the health and wellbeing of children and it strives for best practice in the services and support that it offers.

2. The Council must demonstrate that it complies with the Oxfordshire Safeguarding Children Board's policies and procedures and an annual safeguarding review is undertaken to ensure that this happens. This year the review looked in depth at:
  - Senior management commitment to the importance of safeguarding and promoting children's welfare.
  - A clear statement of the agency's responsibility towards children is available to all staff.
  - A clear line of accountability within the organisation for work on safeguarding and promoting welfare.
  - Service development takes into account the need to safeguard and promote welfare and is informed, where appropriate, by the views of children & families.
  - Training on safeguarding & promoting the welfare of children for all staff working with or, depending on the agency's primary functions, in contact with children & families.
  - Safer recruitment procedures including vetting procedures and those for managing allegations are in place.
  - Effective inter-agency working to safeguard & promote the welfare of children.
  - Effective information sharing.
  - Safe transportation of children.
3. The Council has also extended this review to include safeguarding of adults at risk as well as children.
4. A full copy of the safeguarding review is available on the Oxford City Council Web site:  
[https://www.oxford.gov.uk/info/20101/community\\_safety/348/keeping\\_people\\_safe](https://www.oxford.gov.uk/info/20101/community_safety/348/keeping_people_safe)
5. As a result of the safeguarding review, a Draft Action Plan 2016-17 has been developed for the City Council. This is provided in Appendix 1.

#### **Safeguarding Action Plan 2015-16: Areas of best practice and achievements**

6. The Council's 2014 -15 Safeguarding Review was considered as part of a peer review exercise in April 2016. The Council was awarded blue ratings in 5 of 7 areas. Blue ratings are awarded as evidence of best practice. In the remaining 2 areas, the Council received green ratings. There were no amber or red ratings. (Although we are waiting to receive this information in writing). Some examples of best practice are set out below.

#### **Clear accountability**

7. The Council has clear and effective lines of accountability in place. It has a Safeguarding Officers Group which meets every three months to review progress and development of the Council's safeguarding work. This group includes representatives across all service areas. There are also quarterly review meetings with the City's portfolio holder and the Chief Executive.

### **Services which support safeguarding and the promotion of health and well being**

8. The Council provides a wide range of services which help to safeguard children and promote their health and wellbeing. City Council officers take a lead on the Oxford Community Safety Partnership's action plans for human trafficking, CSE, sex working, sexual abuse, domestic abuse, Preventing extremism, FGM and honour-based violence.
9. Some services directly contribute both to care plans for children and to early help and intervention work, such as the:
  - Housing Sustainability Team
  - Domestic Abuse, Drug, Human Trafficking and Child Sexual Exploitation work
  - Positive Futures Programme
10. The Council also works with the County Council's Occupational Therapists to help children and adults at risk to access disabled facilities grants. There are also other funding streams available such as the affordable warmth programme, flexible home loan and essential repairs grants.

### **Working within communities**

11. The Council, along with the Thames Valley Police, is having discussions with the City's various language schools around the schools' safeguarding responsibilities.
12. The Council has a number of teams which have a role in identifying, preventing, and disrupting various types of exploitation: Community Safety, Customer Services, Direct Services, Environmental Health, Housing, Licensing (taxis, HMOs), Parks & Leisure, Waste & Recycling. Front line staff in all these teams have been trained to be aware of their safeguarding responsibilities and are supported when either raising concerns or making referrals.
13. The Council is working jointly with the Thames Valley Police in running a version of the 'Say Something If You See Something' scheme for hotels and guesthouses.
14. Working with communities will remain a priority in the action plan for 2016- 17.

## **Working with the other Oxfordshire District Councils**

15. The Council is keen to develop and share best practice in safeguarding with other district councils in Oxfordshire. The Council attends and participates in a number of meetings on behalf of the other Oxfordshire district councils including the quarterly Performance and Quality Assurance meetings run by the OSCB and OSAB and the training sub groups.
16. The Council has been leading on the development of a Single Framework for Taxi Licencing, which includes all the district councils and the county council. The Framework includes standard training for all taxi drivers in the county and better training information sharing across authorities. The Framework has been agreed and is now being implemented. The Council will be monitoring the impact of improved information sharing.

## **Extensive and comprehensive training programme**

17. The City Council has developed a comprehensive range of training. This includes safeguarding awareness training being provided as a part of the compulsory Conduct training for all new councillors.
18. Every member of staff has been assessed for the safeguarding training required for their particular role. An annual programme of training is developed to address any identified training needs. The completion of this training is tracked by HR using the City Council's internal IT system ('iTrent').
19. Training is also provided to particular teams including anti-social behaviour, community safety and housing. Examples of this include: sexual exploitation, domestic violence, human trafficking, mental health. There has also been Prevent (i.e. anti-radicalisation) training for Council officers and councillors. Further training needs have recently been identified relating to safeguarding offenders/perpetrators and the emerging issue of young carers.

## **Measuring the impact of training**

20. As part of its annual safeguarding review, an online questionnaire was circulated to all staff who had been identified as requiring safeguarding training as part of their role. There were over 150 responses to this questionnaire. The results indicate that 100% of staff know how to report safeguarding concerns to either a line manager, safeguarding officer or the MASH, and 97% are aware of the procedures to use when raising a safeguarding concern. 85% of staff are either quite confident or very confident in raising a safeguarding concern. 70% know the name of at least one of the Council's four Designated Safeguarding Officers.
21. Of those responding, 93% had completed training in the past 3 years, with 50% having completed training in the past 12 months. Of the 7% who have not completed training, 4% were booked in to complete their first safeguarding training at the time the questionnaire was administered.

## **Information sharing**

22. The Council chairs the Oxford Community Safety Partnership and is represented on the Oxfordshire Safeguarding Boards and the Children's Trust Board. The Council is also represented on the OSCB and OSAB Executive Boards. This ensures that there are clear links and information sharing across the boards
23. The Council fully cooperates with all OSCB serious case reviews, providing information where relevant and attending review meetings when required. The Council has also participated and led on Domestic Homicide Reviews.
24. The Council continues to review the types of prevalence of exploitation across the City through the Oxford Community Safety Partnership which meets quarterly. The Oxford Community Safety Partnership has a multi-agency risk assessment and action plan for each area of identified significant risk in the city.

## **Receiving feedback and escalating concerns**

25. A going issue has been the need to ensure that there are clear processes for escalating concerns and receiving feedback on actions that have been taken. As a result the Council now keep a central record of all concerns raised. There is a review every three months of where feedback has been received and where escalation has been required. However, this is still a relatively new process and requires to be further embedded. As a result this remains a priority for improvement and action in 2016-17.

## **Priorities to focus on in 2016-17**

26. There is a need for ongoing vigilance and to further develop and embed safeguarding services. The Action Plan for 2016-17 recognises the need to:
  - Regularly review safeguarding policy and procedures, training requirements and materials.
  - Continually improve our response to new and emerging priorities.
  - Remain vigilant to reports of CSE and other forms of exploitation.
  - Recognise the importance of all service areas in preventing and disrupting CSE and other forms of exploitation.
  - Ensure proactive and routine information and intelligence sharing and joint operations to combat CSE and other forms of exploitation
  - Ensure that there are effective escalation processes in place
  - Engage with communities to raise awareness, change perceptions and challenge behaviours

## **Financial Implications**

27. There are no immediate financial implications related to the Safeguarding Action Plan 2016-17.

28. In its 2016/17 budget process, the Council agreed to invest in a part time Safeguarding Policy Officer position to support the Council's work around safeguarding children and vulnerable adults and support the safeguarding review process. This work was initially being carried out by the Safeguarding Coordinator on a fixed contract which comes to an end in May 2016. The Council has agreed that this role will continue as a permanent post on 3 days per week.
29. The Council makes a £20,000 annual contribution to the joint running costs of the OSCB and OSAB.

## **Legal implications**

30. Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Oxford City Council is one of the organisations to which the requirements in Section 11 apply.

31. Working Together 2015 (the statutory guidance) elaborates further:

Organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including

- A clear line of accountability for the commissioning and/or provision of services
- Senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements
- A culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Clear whistleblowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed
- Arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB)
- A designated professional lead for safeguarding
- Safe recruitment practices for individuals whom the organisation will permit to work regularly with children
- Policies on when to obtain a criminal record check
- Appropriate supervision and support for staff, including undertaking safeguarding training

32. The OSCB is the relevant LSCB for the City Council and is responsible for evaluating the degree to which each partner organisation fulfils its responsibilities under Section 11.

33. With regard to adults at risk, the Care Act 2014 imposes duties on local authorities, including district councils. The over-arching duty in the 2014 Act is



to promote an individual's well-being. As a 'relevant partner' of the County, the City Council is under a duty to co-operate and share information when required.

34. The City Council is required (under section 7) to share information when the County suspects that an adult in its area:

- Has needs for care and support;
- Is experiencing, or at risk of, abuse or neglect and
- As a result of those needs is unable to protect himself/herself against the abuse or neglect or the risk of it. (section 42).

35. The City Council is also required (under section 45) to share information with the Oxfordshire Safeguarding Adults Board (OSAB) to enable or assist OSAB to exercise its safeguarding function in relation to vulnerable adults.

36. The duty to share information is not an unqualified one. The City Council must cooperate with any enquiries relating to adult safeguarding except when it considers that doing so:

- would be incompatible with its own duties, or
- would otherwise have an adverse effect on the exercise of its function.

37. Oxford City Council has its own duties under the Data Protection Act 1998, which includes the principles that :

- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. (Schedule 1).

### **Climate change/environmental impact**

38. There are no climate change or environmental impact issues related to this report.

### **Risks**

39. Oxford City Council will have to decide which of the information we hold is likely to be relevant to safeguarding and be careful not to provide anything more than what is required. This means that requests for such information should be considered carefully, balancing information sharing and data protection duties.

40. The County Council restructure of Social Care and Early intervention is likely to significantly impact on services available to children and families and adults at risk. The City Council is working with the County Council and other agencies to

see how this risk can be mitigated.

41. A risk register is set out at Appendix 3.

### **Equalities Impact Assessment**

42. An Equalities Impact Assessment is set out at Appendix 2. There are no negative impacts related to this report.

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## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

### Oxford City Council Section 11 Self- Assessment Action Plan 2016-17

#### Including all learning points arising from:

- The Section 11 Self-Assessment Audit
- The Oxford Safeguarding Children Board Bullfinch Serious Case Review
- Oxford City Council Learning and Development Action Plan following the Bullfinch Serious Case Review Updated 3<sup>rd</sup> May 2016

**B-Blue** Action completed

**G-Green** Action on target to be met

**A-Amber** There is a risk that the action may not be completed on time

**R-Red** There is a high risk that the action will not be completed and remedial action is required.

Learning Points	Action	Evidence	Completion date	Lead	Progress	Status (RAG rating)
<b>Learning Point 1</b> The need to regularly review Oxford City Council safeguarding procedures to ensure that we are adhering to our safeguarding responsibilities	Regularly review the Safeguarding Programme and Action Plan and ensure that Policy and Procedures are kept up to date.	Named Safeguarding Officers meeting minutes.	June 2016 On-going	Val Johnson		G-Green
		Annual Section 11 Self-Assessment and Action Plan	Oct 2016			
		Bi-annual Assessment of the Safeguarding Action Plan	October 2016 / June 2016			
		Annual report to CEB and Council	June 2016 quarterly			
		Quarterly Portfolio Holder meeting	On-going			
		Review of Policy and Procedures, Keeping				

## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

		<p>People Safe Leaflet, Updating Keeping People Safe Intranet Page and Web site page</p> <p>Review Data Sharing Protocols</p>		FOI Officer			
52	<p><b>Learning Point 2</b> We need to continually improve our response to new and emerging priorities with Safeguarding Children and Vulnerable Adults</p>	<p>Annual review of training needs and content</p> <p>To identify appropriate training for staff working with perpetrators who are also vulnerable and with young carers To promote the support available to staff through the Employee Assistance Programme 'Work Well' and to develop further support where required</p> <p>Work with the OSCB and OSAB Training Groups to develop training programme appropriate to our staff</p> <p>Measure training outcomes in practice and assess effectiveness of training staff.</p>	<p>Named Safeguarding Officers meetings.</p> <p>Review of Employee Assistance completed</p> <p>Oxford City Council representation on OSCB/OSAB training subgroup</p> <p>To increase the number of respondents to the Annual Survey OSCB Questionnaire in preparation for the Section 11 Self -Assessment</p> <p>Circulate OSCB Newsletter and information on learning events to all</p>	<p>June 2016, quarterly.</p> <p>June 2016</p> <p>June 2016</p> <p>June 2016 On-going</p> <p>October/November 2016</p>	<p>Val Johnson</p> <p>Jennifer Kotilaine</p> <p>Val Johnson</p> <p>Val Johnson/Jennifer Kotilaine</p> <p>Jennifer Kotilaine</p>		G-Green

## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

53	<p>Review and reflection of new and emerging risks</p> <p>Clarify roles and responsibilities in respect of adult safeguarding</p>	<p>Named Safeguarding officers and advertise events in Council Matters</p> <p>Minutes from the Oxford Safety Community Partnership</p> <p>Minutes of Oxfordshire Safeguarding Board</p> <p>Minutes from the Oxford Safety Community Partnership</p>	<p>June 2016 on-going</p> <p>On-going</p> <p>October 2016</p>	<p>Val Johnson/Jennifer Kotilaine</p> <p>Tim Sadler</p>		
<p><b>Learning Point 3</b> We have developed our understanding of CSE and the models of exploitation used in the city. We need to remain vigilant and responsive to reports of CSE and other forms of exploitation.</p>	<p>Make routine the review of prevalence and action planning by the Oxford Community Safety Partnership (OCSP)</p> <p>Joint intelligence sharing on organised crime and sexual exploitation undertaken by TVP and the Anti-Social Behaviour Investigation team (ASBIT)</p>	<p>Minutes of the Oxford Community Safety Partnership Executive Group</p> <p>Regular attendance at meetings</p>	<p>June 2016 On-going</p> <p>June 2016 On-going</p>	<p>Tim Sadler</p> <p>Richard Adams</p>		G-Green

## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

<p><b>Learning Point 4</b> Recognising the important role Oxford City Council functions have in identifying, preventing and disrupting CSE and other forms of exploitation:</p> <ul style="list-style-type: none"> <li>• Community safety activities (ASBIT)</li> <li>• Hackney Carriages and Private Hire</li> <li>• HMO Licencing</li> <li>• Environmental Health</li> <li>• Parks</li> <li>• Recycling and refuse</li> </ul>	<p>Seek harmonisation of licensing standards across the County for Hackney Carriages and Private Hire vehicles, drivers and operators, by comparing policies and approaches across the five licensing authorities and working toward greater consistency.</p> <p>To implement recommendations following the Review Panel on Guesthouses.</p> <p>Ensure that staff and Members are trained in safeguarding as required by their roles</p>	<p>Oxfordshire Chief Executives meeting minutes. Taxi licencing Task Group District meeting notes</p> <p>Minutes of the City Community Safety Partnership Executive Group meetings</p> <p>HR records on iTrent</p>	<p>June 2016 –on-going</p> <p>June 2016 and on-going</p> <p>Ongoing</p>	<p>Richard Adams/Tim Sadler</p> <p>Val Johnson</p> <p>Angela Bowman</p>	<p>G-Green</p>
<p><b>Learning Point 5</b> That proactive and routine information and intelligence sharing and joint operations are vital to combatting CSE and other forms of exploitation</p>	<p>Review of referral and escalation statistics</p> <p>Ensure that there are effective protocols for working with the Multi-agency Safeguarding Hub, Community Safety,</p>	<p>City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p> <p>Named Safeguarding officer meeting notes Case Conference Notes MASH Case Audits</p>	<p>June 2016 and then quarterly</p> <p>On-going</p>	<p>Val Johnson</p> <p>Val Johnson</p>	<p>Green</p>

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## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

	Anti-Social Behaviour Investigation Team, Housing and other district council level services for working on individual cases. Cooperate with other agencies to disrupt CSE and other forms of exploitation	Joint disruption operations with TVP and County Council	Ongoing	Tim Sadler		
<p><b>Learning Point 6</b> It is important to have effective escalation processes and strong relationships between the Oxford Community Safety Partnership and Oxfordshire Safeguarding Children Board and Oxfordshire Children's Trust Board.</p>	Revised TOR have been agreed by the Health and Wellbeing Board to record relationships, escalation processes and accountability between Oxford Safer Community Partnership, Oxfordshire Safeguarding Children's Board and Oxfordshire Community Safety Partnership	Regular reports to Oxford Community Safety Partnership, Oxfordshire Safeguarding Board and Oxfordshire Community Safety Partnership.	April 2016 and ongoing	Tim Sadler	G-Green	G-Green
	To ensure that relevant Members and Officers are briefed on papers going to the OSCB and Children's Trust Board and any decisions made.	Regular Briefings circulated prior to and following all OSCB and Children's Trust Board meetings.	June 2016 and ongoing	Val Johnson and Jennifer Kotilaine		
		To regularly review the use of escalation at the Named Safeguarding Officers meetings (6 monthly).	June 2016 and ongoing	Val Johnson and Jennifer Kotilaine		
		To regularly Review at City	June 2016 and	Jennifer Kotilaine		

## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

	<p>Ensure that any multi-agency meetings managed by Oxford City Council have clear ownership and consistency of titles.</p> <p>To review and promote the use of the Escalation Procedures internally and ensure that they are clearly understood.</p>	<p>Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p> <p>To regularly Review at City Council Safeguarding Review meetings with Chief Executive and Portfolio Holder for Safeguarding</p>	<p>quarterly</p> <p>June 2016 and quarterly</p>	<p>Jennifer Kotilaine</p>		
<p><b>Learning Point 7</b> CSE is not an isolated one off event. It is important to engage with communities to raise awareness, change perceptions and challenge behaviours</p>	<p>Working with the OSCP Executive Group to identify an on-going, coordinated programme between the City Council, County Council and police working in communities and with young people at risk.</p> <p>To develop effective community engagement to promote safeguarding and awareness of issues such as CSE, Human Trafficking and Prevent</p> <p>To monitor the feedback from children to test the effectiveness of safeguarding policies and</p>	<p>Notes of the OSCP, and Executive Group meetings</p> <p>Consideration of Prevalence Reports at CSE sub group of OSCB, attended by City Council</p> <p>Feedback from</p>	<p>On-going</p> <p>Ongoing</p> <p>June 2016 and on-going</p>	<p>Richard Adams</p> <p>Tim Sadler</p> <p>Val Johnson/Jennifer Kotilaine</p>		<p>G-Green</p>



## Oxford City Council Section 11 Self-Assessment Action Plan 2016-17

	plans on the ground and to identify blockages	consultation on activities undertaken by the Youth Ambition Engagement Officer (with a special focus to feed into the section 11 Review in September/ October 2015)				
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### Document Control

<b>Document</b>	Oxford City Council Safeguarding Action Plan 216-17
<b>Owner</b>	Tim Sadler, Executive Director, Community Services
<b>Author</b>	Val Johnson <i>Policy Culture and Communications</i> <i>vjohnson@oxford.gov.uk</i> <i>01865 252209</i>
<b>Date last reviewed</b>	3 <sup>rd</sup> May 2016
<b>Next Review Date Due</b>	Review following CEB comments
<b>Version</b>	2

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

<b>Service Area:</b> ASC		<b>Section:</b> Policy	<b>Date of Initial assessment:</b>	<b>Key Person responsible for assessment:</b> Val Johnson	<b>Date assessment commenced:</b> 18.02.16	
<b>Name of Policy to be assessed:</b>			Safeguarding Children, Young People and Vulnerable Adults			
1. In what area are there concerns that the policy could have a differential impact Other strategic/ equalities considerations			<b>Race</b> Yes, positive		<b>Disability</b> Yes, positive	
			<b>Age</b> Yes, positive		<b>Sexual Orientation</b> Yes, positive	
			<b>Gender</b> Yes, positive		<b>Religion or Belief</b> Yes, positive	

## 2. Background

In October 2013 the City Council commissioned an independent review of its Section 11 Safeguarding Children arrangements. Although there had been no specific complaints, a number of serious case reviews and domestic homicide reviews had identified a number of actions for the City Council and other local agencies. The subsequent policy review involved consultation with all key officers and included consultation on the need to place a greater emphasis on vulnerable adults, the need to review the content of training to include child sexual exploitation, and the need to support front line staff working with vulnerable adults and children. The self-assessment and action plan has since been reviewed on an annual basis.

Statistical evidence indicates that Oxford City is very different to other parts of Oxfordshire. There are issues in Oxford which have a direct and indirect impact on the well-being and welfare of children, young people and vulnerable adults. These include differences in the demographic make-up of the city, including population age groups, ethnicity and relatively high levels of deprivation in some areas of the city. Of particular concern are educational attainment, child poverty (at rates higher than the national average), homelessness and overcrowding.

[https://www.oxford.gov.uk/downloads/file/2248/indices\\_of\\_deprivation\\_2015\\_oxford\\_report](https://www.oxford.gov.uk/downloads/file/2248/indices_of_deprivation_2015_oxford_report)

[https://www.oxford.gov.uk/info/20125/education\\_and\\_skills/455/education\\_and\\_skills\\_in\\_oxford](https://www.oxford.gov.uk/info/20125/education_and_skills/455/education_and_skills_in_oxford)

[https://www.oxford.gov.uk/info/20131/population/497/poverty\\_and\\_deprivation](https://www.oxford.gov.uk/info/20131/population/497/poverty_and_deprivation)

The majority of services for children, young people and vulnerable adults are provided by other agencies such as education, health and social care. But the City Council needs to play a strong leadership role and influence other agencies if the needs of vulnerable groups in the city are to be understood and met.

The City Council has a Children and Young People's Plan which sets out all the services provided by the Council and the work it undertakes with partners to safeguard and promote the wellbeing of children and young people. In particular these services include the Housing Sustainability, Housing Adaptations, Domestic Abuse, Drug, Human Trafficking and Child Sexual Exploitation work and the

	<p>Youth Ambition/ NEET intervention and support services.</p> <p>The primary aim of the Safeguarding Policy is to set out how the City Council will comply with its safeguarding functions in 2016-2017.</p> <p>The objectives of the policy are:</p> <ul style="list-style-type: none"> <li>• To ensure that the City Council's policies and practices fulfil its duty to safeguarding and promote the welfare of children and young people</li> <li>• To improve opportunities for children and young people who lives in areas of deprivation and/or who experience poverty and disadvantage</li> <li>• To ensure that the City Council's policies and practices fulfil its duty to safeguarding and promote the welfare of adults at risk of harm.</li> </ul> <p>The City Council's safeguarding plan is intended to benefit all children, young people and adults in Oxford, particularly those who are most excluded and at risk of harm.</p>
<p><b>3. Methodology and Sources of Data:</b></p> <p>The methods used to collect data and what sources of data</p>	<p>A statutory annual safeguarding audit ('Section 11') is completed by the City Council and is assessed by the Oxfordshire Safeguarding Children's Board. This is coordinated and led by the Policy &amp; Partnership Team Leader. This audit includes a peer assessment of the City Council's Safeguarding Policy &amp; Procedures and Action Plan.</p> <p>The most recent peer assessment was held in April 2015. This showed that the City Council has been rated either blue or green in all areas that were measured. Blue ratings are awarded as evidence of best practice, whilst green ratings are awarded when all points are met and most points are evidenced (i.e. 75% met).</p> <p><a href="http://occweb/intranet/documents/keeping-people-safe-section-11-template-and-action-plan-2015">http://occweb/intranet/documents/keeping-people-safe-section-11-template-and-action-plan-2015</a></p> <p>Additional detailed information can be found in:</p> <ul style="list-style-type: none"> <li>• Oxfordshire Safeguarding Children's Board meetings, data and reports</li> </ul>

	<ul style="list-style-type: none"> <li>• Oxfordshire Safeguarding Adults Board meetings, data and reports</li> <li>• PAQA performance data and reports</li> <li>• Multi Agency Safeguarding Hub (MASH) performance data and reports</li> </ul> <p>Other documents that provided data and identified potential gaps in provision included Joint Needs Evidence, Oxford City Children and Young People’s Plan and Oxford City Older People’s need Assessment. Supporting performance and monitoring information is available through the Health and Wellbeing Board.</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 responses you received.</li> <li>• A statement of what you plan to do next</li> </ul>	<p>The Safeguarding Policy has been developed and implemented by City Council Officers across all service areas and with the input from Members.</p> <p>As part of the Council’s most recent annual safeguarding audit, a questionnaire was circulated among all staff that have been identified as requiring safeguarding training as part of their role. There were over 150 responses to this questionnaire. The results indicate that 100% of staff know how to report safeguarding concerns to a line manager, safeguarding officer, or the Multi Agency Safeguarding Hub; and 97% are aware of the procedures to use when raising a safeguarding concern. 85% of City Council staff are either quite confident or very confident in raising a safeguarding concern.</p> <p>Although the audit ratings and questionnaire responses are very good, the City Council wants to ensure that it continues to develop its policies and procedures as required.</p>
<p><b>5. Assessment of Impact:</b></p>	<p>The 2015 the Safeguarding Review highlighted that there have been 23 referrals from the City</p>

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

Council service areas to the County Council in 2015: 9 relating to adults, 14 relating to children. The nature of referrals in order of prevalence are:

- Sexual abuse/CSE: 6
- Homelessness (including children sleeping in cars): 4
- Mental health (including suicide threats): 3
- Neglect: 3
- Domestic violence: 2
- Financial abuse: 2
- Physical health: 2
- Self-neglect: 2
- Parental substance misuse: 1

(Some referrals are made for more than one reason. This is why the number of referrals does not match the number of different concerns raised in the referrals.)

There were 12 corporate safeguarding referrals that were made in 2015: 7 of these have been in relation to adults; 5 in relation to children. By contrast, in the first quarter of 2016, 14 corporate referrals and 1 escalation have been made during this three month period alone. The referrals related to 9 adults and 5 children. The escalation related to a family comprising of children and adults. The concerns raised in relation to children related to child cruelty/abuse by a parent (3), intra sibling abuse (2) and neglect (1). The concerns raised in relation to adults related to mental health (5), self neglect (3) threats to kill (2), and financial abuse (1).

With the implementation of the MASH, the Council has been able to analyse data relating to referrals, which indicates that it is 'outstanding' in sharing relevant information in a timely fashion.

Despite progress in the use of data analysis the Council is mindful not to make assumptions around groups with protected characteristics who may be a higher risk of being vulnerable. However, both national and local statistics do indicate that:

**Race:** Culture, ethnicity and family background can have significant impact on child attainment and

well-being. BME groups in particular are over represented in child protection, with a higher number on Child Protection plans (DCSF, 2009). Evidence also suggests that African Caribbean and Pakistani children are in general terms at greater risk of academic underachievement (DfE, 2015: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439861/RR439A-Ethnic\\_minorities\\_and\\_attainment\\_the\\_effects\\_of\\_poverty.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439861/RR439A-Ethnic_minorities_and_attainment_the_effects_of_poverty.pdf)),

**Disability:** Disabled children and adults are more at risk of harm and abuse. They are over-represented as subjects of safeguarding cases and suffer disproportionately from bullying (NSPCC 2014: <https://www.nspcc.org.uk/globalassets/documents/research-reports/right-safe-disabled-children-abuse-summary.pdf>). Greater social difficulties are faced in terms of accessing opportunities for education, play and leisure. There is also a greater likelihood of developing mental health problems in children with learning difficulties: 36% of children and young people with learning disabilities will have a mental health problem, compared with 8 % of non-disabled children. (Emerson and Hatton (2007): <http://bjp.rcpsych.org/content/191/6/493>).

**Age:** The City's safeguarding policy is specifically targeted at safeguarding children, young people and their families. It also covers adults at risk. It should therefore impact positively on all age groups.

**Gender:** Girls are more at risk of forced marriage, and female genital mutilation. They are more likely to victims of cyber bullying and are less likely to be happy with their health and self-image.(HSCIC, 2015: <http://www.hscic.gov.uk/catalogue/PUB19244>).

More females than males are Not in Education, Employment or Training (House of Commons Library, 2016: <http://researchbriefings.files.parliament.uk/documents/SN06705/SN06705.pdf>) Oxford City NEET figures are found at [https://www.oxford.gov.uk/downloads/file/2325/february\\_2016\\_chart\\_of\\_the\\_month\\_jsa\\_claimants\\_and\\_neet\\_statistics](https://www.oxford.gov.uk/downloads/file/2325/february_2016_chart_of_the_month_jsa_claimants_and_neet_statistics).

All of these factors make individuals more vulnerable to exploitation and abuse.

**Religion or Belief:** There is an emerging national issue of radicalisation and the Government has developed a Prevent' Strategy to help with the prevention of extremism (Note that groups/ individuals at risk of extremism or being radicalised are not uniquely identifiable by this



	<p>characteristic.)  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf</a></p> <p>The Muslim Council of Great Britain monitors the level of Islamophobia in Britain today. The state that in the last year there have been attacks against mosques, physical abuse against Muslims, anti-Muslim graffiti, a rise in verbal abuse, hate mail and reports of s of Islamophobia in schools.  <a href="http://www.mcb.org.uk/islamophobia/">http://www.mcb.org.uk/islamophobia/</a></p> <p><b>Sexual Orientation</b> Due to the stigmatisation attached to different sexual orientation it can have a significant impact on a child, young person or adult's mental well-being. There can be a greater risk of self-harming. (DoH, 2011:  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/213764/dh_124514.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/213764/dh_124514.pdf</a>)</p> <p>Homophobia has also been identified as an area of concern for children in schools (DoH, 2011).</p>
<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>A number of the activities set out in the Children and Young People's are aimed at reducing inequalities through positive action and targeting resources at particular groups.</p> <p>The actions contained in the Safeguarding Action Plan are aimed at:</p> <ul style="list-style-type: none"> <li>• Ensuring regular review of the Policy and Procedures</li> <li>• To improve our response to new emerging priorities for safeguarding</li> <li>• Develop our understanding of CSE and other models of exploitation</li> <li>• Recognise the important role that the Council's functions have in identifying and safeguarding</li> <li>• To work closely with partners to proactively share information and intelligence</li> <li>• To ensure effective escalation procedures are in place.</li> </ul> <p>Oxford City Council has a strong record of supporting people who are vulnerable and at risk, e.g. of becoming homeless, and of being proactive in the implementation of new public safety</p>

	initiatives
<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>We will continue to complete our statutory annual safeguarding audit. Our Action Plan and Training Programme are continually reviewed to ensure that they address emerging issues, including those issues that are identified at Serious Case Reviews. and other emerging issues.</p> <p>The Action Plan is monitored on a quarterly basis by the Director of Community Services and the Portfolio Holder. It is also reviewed regularly (every three months) by the Named Safeguarding Officers Group to capture any emerging issues from the community.</p> <p>Data analysis from MASH referrals and case studies will be an important aspect in monitoring the impact of the effectiveness of the policy and the improved outcomes as a result of interventions. It is also hoped that new reporting features of the MASH will act as a better mechanism for the Council to keep track of and learn from the outcomes of its referrals (including accountability for relevant agreed response rates from social services).</p>
<p><b>7. 12. Date reported and signed off by City Executive Board:</b></p>	
<p><b>8. Conclusions:</b></p> <p>What are your conclusions drawn from the results in terms of the policy impact</p>	<p>Safeguarding and promoting well-being is a priority for the City Council. We have a robust policy and procedures in place which are regularly monitored. We continue to develop our Action Plan to address emerging issues. There has been an increase in referrals made by service areas and also made at a corporate level. We believe that this is due to the programme of awareness-raising that we have undertaken with these service areas, encouraging staff to share any concerns that they might have.</p> <p>City Council officers will continue to lead on the Oxford Community Safety Partnership's action plans for Human trafficking, CSE, sex working, sexual abuse, domestic abuse, Preventing extremism, FGM and honour-based violence.</p> <p>Some key Council services directly contribute both to care plans for children and to help early</p>

		intervention work, such as: <ul style="list-style-type: none"> <li>• Housing Sustainability Team</li> <li>• Domestic Abuse, Drug, Human Trafficking and Child Sexual Exploitation work</li> <li>• Youth Ambition/ NEET intervention and support</li> </ul> <p>Full information of contact details, key partnerships and safe reporting channels can be found at :  <a href="https://www.oxford.gov.uk/info/20101/community_safety">https://www.oxford.gov.uk/info/20101/community_safety</a></p>				
<b>9. Are there implications for the Service Plans?</b>	YES	NO	<b>10. Date the Service Plans will be updated</b>	April 2017	<b>11. Date copy sent to Equalities Officer in HR &amp; Facilities</b>	24/05/16
<b>.13. Date reported to Scrutiny and Executive Board:</b>			<b>14. Date reported to City Executive Board:</b>	16 <sup>th</sup> June 2016	<b>12. The date the report on EqlA will be published</b>	

Signed (completing officer)

Signed (Lead Officer)

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

Organisational Development &amp; Learning Advisor/ Equalities

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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
Safety and wellbeing of children, young people and adults at risk	Children young people or adults may be at risk of abuse or harm or suffering neglect.	O	Children , young people or adults at risk may be subject to various forms of exploitation or abuse by people they should be able to trust. They may also be subject to neglect. In the case of adults, some of this neglect may	Children, young people and adults may experience abuse or neglect, including self neglect.	19.02.16	Val Johnson	3	3	3	3	3	2		Regularly review policy and procedures to ensure they are fit for purpose. Intensive training available for all staff and members as required. Adequate resources to implement and develop safeguarding programme	ongoing	ongoing		Val Johnson
Reputational	The City Council is seen not to have acted to safeguard children, young people or adults at risk that have suffered harm	T	City Council staff may not have adequate training to identify a safeguarding concern or may not know how to raise a safeguarding concern. It may not have sufficient resources to deal with safeguarding concerns.	The City's reputation would be at risk	19.02.16	Val Johnson	3	3	3	3	3	2		Regularly review policy and procedures to ensure they are fit for purpose. Intensive training available for all staff and members as required. Adequate resources to implement and develop safeguarding programme	ongoing	ongoing		
Legal	The City Council is not compliant with legislation relating to safeguarding and information sharing. It does not follow statutory guidance.	T	The City Council may not comply with statutory duties in promoting the safeguarding of children and well being of adults. It may not follow ongoing developments in legislation and therefore may be unaware of	The City may be in breach of its statutory duties.	19.02.16	Val Johnson	3	3	3	3	3	2		Regularly review policy and procedures to ensure they are fit for purpose. Intensive training available for all staff and members as required. Adequate resources to implement and develop safeguarding programme	ongoing	ongoing		
Financial	The City Council is found not to have acted to safeguard children, young people or adults at risk that have suffered harm	T	City Council staff may be found to have failed to identify a safeguarding concern or not known how to raise a safeguarding concern	The City may be liable for breach of statutory duty which would incur financial damages	19.02.16	Val Johnson	3	3	3	3	3	2		Regularly review policy and procedures to ensure they are fit for purpose. Intensive training available for all staff and members as required. Adequate	ongoing	ongoing		
Operational	The City Council is expected to act outwith its statutory responsibility in relation to children, young people and adults at risk.	T	The restructure of County Council Social Casre and Early Intervention is likely to significantly impact on the services available for children and families and	The City may have increased demand on its services.	03.05.16	Val Johnson	3	3	3	3	3	2		The City Council is currently working with other agencies to see how how this risk can be mitigated.	ongoing	ongoing		

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**To:** City Executive Board  
**Date:** 16 June 2016  
**Report of:** Head of Law and Governance  
**Title of Report:** Appointment to Outside Bodies 2016/17

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To agree nominations to outside and other bodies for the 2016/17 Council Year.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Bob Price, Executive Board Member for Corporate Strategy and Economic Development
<b>Corporate Priority:</b>	None
<b>Policy Framework:</b>	None
<b>Recommendation(s): That the City Executive Board resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> appointments to outside bodies as shown in Appendix 1;</li> <li>2. <b>Note</b> the revised guidance for appointees as detailed in Appendix 2;</li> <li>3. <b>Agree</b> not to re-appoint to 150 (City of Oxford) Squadron Air Cadets, South East Reserve Forces &amp; Cadets and Oxford Airport Consultative Committee;</li> <li>4. <b>Agree</b> the principles for appointment to community centre associations and other outside bodies as set out at paragraph 16; and</li> <li>5. <b>Agree</b> to re-appoint representatives to Mortimer Hall Management Committee.</li> </ol>	

<b>Appendices</b>	
Appendix 1	List of proposed appointments to outside bodies for 2016/17
Appendix 2	Guidance Note for Members appointed to outside bodies
Appendix 3	Council grants awarded to outside bodies 2016/17
Appendix 4	Risk Register

## Introduction

1. The Council currently has representatives on 54 outside bodies and 11 charities. These can be seen at Appendix 1. The majority of representatives are current members of the City Council.
2. Most of Council's representatives sit on the committee of the body to which they have been appointed, with many acting in a non-voting advisory role or simply being invited to attend meetings. All the charity representatives are trustees of the respective charities.
3. On occasions a change in representation is required during the year. Such in-year appointments are delegated to the Leader of the Council in consultation with other group leaders.
4. Guidance to assist council representatives on outside bodies is provided upon appointment. This ensures that all appointees understand their role and responsibilities in representing the Council on the outside body. A copy of the guidance, revised in 2016, is attached at Appendix 2.

## Feedback from Councillors 2015/16

5. All council representatives appointed to a body for 2015/16 were asked to comment on the organisations' contribution to the local community and the Council's Corporate Objectives and whether they felt it was valuable having Council representation on the body. 44 feedback forms were returned from Councillors.
6. All of the feedback forms were reviewed by the Leader of the Council and used to inform his recommendations on future appointments.

## Feedback from Outside Bodies 2015/16

7. Each outside body or charity was invited to comment on the contribution made by the council representative, 27 returned the form.
8. Where any concerns were raised, for example non-attendance at meetings, these have been addressed by the Leader of the Council in his recommendations on future appointments.

## Changes to representation on Outside Bodies 2016/17

9. Following consideration of the feedback from councillors, outside bodies and charities the Leader of the Council has proposed the following specific changes for 2016/17:

Outside Body	Decision
150 (City of Oxford) Squadron Air Cadets	Not to reappoint a representative as it no longer has a strong local connection
South East Forces and Cadets	Not to reappoint a representative as it no longer has a strong local connection
Oxford Airport Consultative Committee	No longer relevant
Mortimer Hall	To re-instate this to the list of outside bodies for a council representative



10. In addition the Leader of the Council has proposed that in future appointments to the following outside bodies should be made on the following basis:

Outside Body	Decision
Barton Community Association	Must be ward councillors
Bullingdon Community Association	
Donnington Community Association	
East Oxford Community Association	
Florence Park Community Association	
Headington Community Association	
Jericho St Barnabas Community Association Management Committee	
Littlemore Community Association	
North Oxford Association	
Northway Community Association	
Risinghurst Community Centre	
Rose Hill Community Association	
South Oxford Community Association	
West Oxford Community Association	
Alice Smith Trust and Sarah Nowell Educational Organisation	Must be a ward councillor for Blackbird Leys
Health and Wellbeing Partnership	Must be the relevant Portfolio Holder
Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	
Oxford HUB Advisory Board	
Oxford Sports Council Executive Committee	
Thames Valley Police and Crime Panel	

11. In 2016/17, the Council has agreed to award grants totalling £750,415 to 16 of the outside bodies to which we appoint representatives. In total the Council allocated £1,430,970 in grants in 2016-17. See Appendix 3 for details.

### **Legal and Financial issues**

12. This report has no legal or financial implications for the Council.

### **Level of risk**

13. A risk register is attached at Appendix 4.

### **Equalities impact**

14. An Equalities Impact Assessment is not necessary for this report.

<b>Report author</b>	Rachel Drinkwater
Job title	Democratic Assistant
Service area or department	Committee and Member Services
Telephone	01865 252575
e-mail	<a href="mailto:rdrinkwater@oxford.gov.uk">rdrinkwater@oxford.gov.uk</a>

**Background Papers:** None

## Appendix 1 Nominations to Outside Bodies 2016/17

Name of Organisation	Current Appointment	Length	Number of vacancies	Nominee for 2016/17	Comments
Association Public Service Excellence (APSE)	Cllr Coulter	Annually	1	Cllr Coulter	
Barton Community Association Management Committee	Cllr Coulter	Annually	1	Cllr Coulter	Ward councillors in preference
Blackbird Leys Neighbourhood Support Scheme Ltd	Cllr Smith	Annually	1	Cllr Taylor	
Bullingdon Community Association	Cllr Kennedy Cllr Lloyd-Shogbesan	Annually	2	Cllr Kennedy Cllr Lloyd-Shogbesan	Ward councillors in preference
Citizen's Advice Bureau	Cllr Kennedy Cllr Tarver	Annually	2	Cllr Kennedy Cllr Tarver	
Council of Ruskin College	Cllr Kennedy Cllr Coulter Cllr Paule	Annually	3	Cllr Kennedy Cllr Coulter Cllr Paule	
Cuttleslowe Community Association	Cllr Fooks Cllr Gant	Annually	2	Cllr Fooks Cllr Gant	Ward councillors in preference
District Council's Network Association	Cllr Coulter	Annually	1	Cllr Coulter	
Donnington Community Association Management Committee	Cllr Tanner Cllr Tarver	Annually	2	Cllr Tanner Cllr Tarver	Ward or County councillors in preference
Donnington Doorstep Management Committee	Cllr Tarver <a href="#">Vacancy</a>	Annually	2	Cllr Tarver Cllr Coulter	
East Oxford Community Association	<a href="#">Cllr Clack</a> Cllr Hayes	Annually	2	Cllr Azad Cllr Hayes	Ward councillors in preference

## Appendix 1 Nominations to Outside Bodies 2016/17

Historic England South East - Heritage Champion	Cllr Cook	Annually	1	Cllr Cook	
Florence Park Community Association	Cllr Simm Cllr Henwood	Annually	2	Cllr Simm Cllr Henwood	Ward councillors in preference
Fusion – Oxford’s Community Arts Agency	Cllr Clack Cllr Coulter	Annually	2	Cllr Coulter Cllr Curran	
Gatehouse	Cllr Upton	Annually	1	Cllr Upton	
Headington Action	Cllr Clarkson Cllr Sinclair	Annually	2	Cllr Clarkson Cllr Sinclair	
Headington Community Association	Cllr Munkonge Cllr Sinclair	Annually	2	Cllr Munkonge Cllr Sinclair	Ward councillors in preference
Health and Wellbeing Partnership	Cllr Turner	Annually	1	Cllr Turner	Ward councillors in preference
Jericho St Barnabas Community Association Management Committee	Cllr Cook Cllr Pressel	Annually	2	Cllr Cook Cllr Pressel	Ward councillors in preference
Littlemore Community Association	Cllr Tanner	Annually	1	Cllr Tanner	Ward councillors in preference
LGA General Assembly	Cllr Price	Annually	1	Cllr Price	
Local Government Information Unit	Cllr Coulter	Annually	1	Cllr Coulter	
Modern Art Oxford	Cllr Smith Cllr Hollingsworth	Annually	2	Cllr Smith Cllr Hollingsworth	
Mortimer Hall Management Committee		Annually	2	Cllr Upton	

## Appendix 1 Nominations to Outside Bodies 2016/17

North Oxford Association	Cllr Fry Nigel Chapman	Annually	2	Cllr Fry Catrin Roberts	Ward councillors in preference
Northway Community Association	Cllr Anwar Cllr Darke	Annually	2	Cllr Anwar Cllr Chapman	Ward councillors in preference
Oxford Asian Cultural Association	Cllr Hayes County Cllr Jamila Azad	Annually	2	Cllr Azad Mr Mohammed Azad	
Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	Cllr Upton	Annually	1	Cllr Upton	Usually sports portfolio holder
Oxford Homeless Pathways	Cllr Hollingsworth Vacancy	Annually	2	Cllr Hollingsworth Cllr Rowley	
Oxford HUB Advisory Board	Cllr Hayes	Annually	1	Cllr Sinclair	Communities portfolio holder
Oxford In Bloom	Cllr Henwood Cllr Lygo	Annually	2	Cllr Henwood Cllr Lygo	
Oxford Playhouse	Cllr Clarkson	Annually	1	Cllr Clarkson	
Oxford Poverty Action Trust	Cllr Taylor	Annually	1	Cllr Iley-Williamson	
Oxford Preservation Trust	Cllr Cook Cllr Darke Cllr Fry	Annually	3	Cllr Cook Cllr Fry Cllr Upton	
Oxford Sports Council Executive Committee	Cllr Lygo Cllr Rowley	Annually	2	Cllr Smith Cllr Rowley	Sports portfolio holder
Oxfordshire Community and Voluntary Action	Cllr Simm	Annually	1	Cllr Simm	Communities portfolio holder
Oxfordshire County Council School Organisation Stakeholder Group	Cllr Kennedy	Annually	1	Cllr Kennedy	

## Appendix 1 Nominations to Outside Bodies 2016/17

Oxfordshire Ethnic Minorities Enterprise	Cllr Lloyd-Shogbesan	Annually	1	Cllr Lloyd-Shogbesan	
Oxfordshire Environmental Partnership	Cllr Tanner	Annually	1	Cllr Tanner	
Oxfordshire Museums Council	Cllr Pressel	Annually	1	Cllr Pressel	
Oxford Safer Communities Partnership	Cllr Sinclair	Annually	1	Cllr Sinclair	
Pegasus Theatre	Cllr Lygo	Annually	1	Cllr Curran	
Thames Valley Police and Crime Panel	Cllr Sinclair	Annually	1	Cllr Sinclair	Crime portfolio holder
Regal Community Centre	Cllr Abbasi County Cllr Jamila Azad	Annually	2	Cllr Azad Cllr Anwar	
Risinghurst Community Centre	Cllr Munkonge Cllr Sinclair	Annually	2	Cllr Munkonge Cllr Sinclair	Ward councillors in preference
Rose Hill Community Association	Cllr Paule	Annually	1	Cllr Paule	Ward councillors in preference
Rose Hill & Donnington Advice Centre	Cllr Paule Cllr Sanders	Annually	2	Cllr Paule Cllr Sanders	
South Oxford Adventure Playground Executive Committee	Cllr Price	Annually	1	Cllr Price	
South Oxford Community Association Management Committee	Cllr Van Nooijen Cllr Price	Annually	2	Cllr Price Cllr Tidball	Ward councillors in preference
The Porch Steppin Stones Centre	Cllr Wolff	Annually	1	Cllr Azad	
West Oxford Community Association	Cllr Cook Cllr Pressel	Annually	2	Cllr Cook Cllr Pressel	Ward councillors in preference

## Appendix 1 Nominations to Outside Bodies 2016/17

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Charities	Current Appointment	Length	Number of vacancies	Nominee for 2016/17	Comments																																																																	
Alice Smith Trust and Sarah Nowell Educational Organisation	Bryan Keen	2017	1	Cllr Taylor	4 year term of office. Current vacancy can be filled for 2 years. Must be ward councillors from Blackbird Leys.																																																																	
	Vacancy	2018				City of Oxford Charity	Cllr Coulter	2016	4	Cllr Coulter Cllr Sanders Cllr Humberstone Cllr Pegg	4 year term of office.	Cllr Sanders	2016	Steve Curran	2016	Catherine Hilliard	2016	Graham Jones	2017	Cllr Fooks	2018	Elder Stubbs Charity	Cllr Abassi	2017	2		4 year term of office.	Cllr Benjamin	2018		Cllr Simm	2018	Cllr Curran	Cllr Tarver	2018		Judith Harley	2019		Bryan Keen	2016	Bryan Keen	Headington Parish Charity	Cllr Clarkson	2019	0		4 year term of office.	Cllr Wilkinson	2019	Katherine Rawson Trust	Cllr Gotch	2016	2	Mike Gotch Cllr Goff	4 year term of office.	Cllr Goddard	2018	<b>Margaret Broadbent</b>	<b>2016</b>	Oxford Leon Trust	Cllr Tanner	2019	0		4 year term of office.	Cllr Rowley	2018	Old Marston Charities Trust	Cllr Clarkson
City of Oxford Charity	Cllr Coulter	2016	4	Cllr Coulter Cllr Sanders Cllr Humberstone Cllr Pegg	4 year term of office.																																																																	
	Cllr Sanders	2016																																																																				
	Steve Curran	2016																																																																				
	Catherine Hilliard	2016																																																																				
	Graham Jones	2017																																																																				
	Cllr Fooks	2018																																																																				
Elder Stubbs Charity	Cllr Abassi	2017	2		4 year term of office.																																																																	
	Cllr Benjamin	2018																																																																				
	Cllr Simm	2018		Cllr Curran																																																																		
	Cllr Tarver	2018																																																																				
	Judith Harley	2019																																																																				
	Bryan Keen	2016		Bryan Keen																																																																		
Headington Parish Charity	Cllr Clarkson	2019	0		4 year term of office.																																																																	
	Cllr Wilkinson	2019																																																																				
Katherine Rawson Trust	Cllr Gotch	2016	2	Mike Gotch Cllr Goff	4 year term of office.																																																																	
	Cllr Goddard	2018																																																																				
	<b>Margaret Broadbent</b>	<b>2016</b>																																																																				
Oxford Leon Trust	Cllr Tanner	2019	0		4 year term of office.																																																																	
	Cllr Rowley	2018																																																																				
Old Marston Charities Trust	Cllr Clarkson	2016	2	Cllr Chapman	4 year term of office.																																																																	

### Appendix 1 Nominations to Outside Bodies 2016/17

	Cllr Haines	2016		Cllr Clarkson	
Parochial Charities of St Clements	Cllr Clack	2016	1	Cllr Azad	Cllr term of office
	Cllr Hayes	2018			
St Aldate's Parish Charity	Cllr Kennedy	2016	1	Cllr Kennedy	4 year term of office.
	Cllr Hollingsworth	2019			
Non Ecclesiastical Charities of St Mary's Magdalen	Cllr Brown	2016	1	Cllr Brown	4 year term of office.
	Cllr Rowley	2018			
Susan Kidd	Cllr Upton	2018	0		4 year term of office



## **GUIDANCE FOR MEMBERS WHO ARE APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES**

www.oxford.gov.uk



### 1. Introduction

This guidance has been produced to support Councillors who are appointed to serve on outside bodies by outlining their responsibilities and obligations in that role. The guidance does not attempt to provide definitive answers to every particular set of circumstances but rather to provide a framework against which members can exercise judgement when faced with potential conflicts.

Councillors may be appointed to a wide range of outside bodies. Most appointments are made by the City Executive Board. Councillors may also be appointed directly by the outside body itself to serve in a private capacity (for instance as a member of the community) rather than as an elected member of the Council, or they may be serving as a member of that body before being elected as a Councillor.

The roles of Councillors on outside bodies will depend upon the legal nature of that organisation and the capacity in which they are appointed to act. Councillors must act according to the framework set by the outside body and take an informed role in the management of the outside body's affairs. This involves attending meetings on a regular basis and carrying out their duties to the best of their abilities. Whilst it is permissible for a Councillor to take account of the Council's interests, Councillors should apply their own judgement in any given situation.

The fundamental principles of this guidance are as follows:-

- Councillors will act according to the rules, constitutions and frameworks set by the relevant outside body and, where possible, with those of the Council
- Councillors will make independent and personal judgements based on their responsibilities to the outside body
- Councillors will report back on their involvement with the outside body – you will be asked to complete a feedback form each year about the organisation to which you are appointed for consideration by the City Executive Board

The guidance addresses three specific circumstances which arise from time to time and as a result of which potential conflict can arise. These are:-

- Where the Councillor is appointed Director of a Company
- Where the Councillor is appointed as a Trustee
- Where the Councillor is appointed to an Unincorporated Association

## 2. Where the Councillor is appointed Director of a Company

Companies can be;

- Limited by shares, usually operating a trade or business. They have shareholders and distribute profits to shareholders as dividends.
- Limited by guarantee, “not for profit” organisations. This type of company may also be a charity and has members rather than shareholders.

Companies offer limited liability which means that the members or shareholders are usually not personally liable for the company’s debt and liabilities, subject to some limited exemptions.

The powers of the directors are usually set out in the Articles of Association. These are the rules that govern the internal management of the company.

The Director cannot vote simply in accordance with the Council mandate, to do so would be a breach of duty.

When acting as a Director a Councillor owes a fiduciary duty to the company, not to the individual shareholders, to act honestly and in good faith and in the best interests of the company as a whole. Directors are, therefore, in the position of quasi trustees who must take proper care of the interests of the company.

A general duty of care and skill to the company is imposed, but a Director requires no greater skill than might reasonably be expected of someone of that individual’s particular knowledge and experience. A Director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary.

There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances it would be inappropriate for the Councillor to take part in discussions upon such topics both as a Councillor and as a Director. If the conflict is a serious one or repeatedly presents itself then it may be appropriate for the Councillor to resign as a Director of the company.

Directors are not allowed to make a private profit from their position. They must therefore disclose any interests they or their family have in relation to the company’s contracts. Whether they are then allowed to vote will depend upon the Articles of Association of the company.

Directors must ensure compliance with relevant companies legislation in relation to the keeping of accounts and the making of relevant returns to the Registrar of Companies. Failure to do so incurs fines and persistent default and lead to disqualification as a Director.

Directors should also ensure that the company complies with other legislation such as Health and Safety legislation if the company employs staff or employs contractors to undertake work.

### 3. Where the Councillor is appointed as a Trustee

A number of useful publications are available on the Charity Commissioners website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee where they are not strictly trustees.

Trustees must take care to act in accordance with the Trust deed and to protect the charity's assets. They are also responsible for compliance with the Charities Acts and the Trustee Act 2000.

Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.

Charitable Trustees must ensure that the information relating to the Trust and Trustees is registered with the Charity Commissioners and that annual accounts and returns are completed and sent.

If charitable income exceeds £5,000 the letters, advertisements, cheques etc., must bear a statement that the organisation is a registered charity.

Trustees are under a duty to ensure compliance with all relevant legislation for example in relation to tax and health and safety.

### 4. Where the Councillor is appointed to an Unincorporated Association

Groups which are neither limited companies nor charitable trusts may be "unincorporated associations" which have no separate legal identity from their members.

The rules governing the members' duties and liabilities will (or should) be set out in the organisation's constitution, which is simply an agreement between members as to how the organisation will operate. Usually the organisation's constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the organisation's constitution and must take reasonable care when exercising their powers.

## 5. The Code of Conduct for Councillors

These guidelines should be read in conjunction with the Members' Code of Conduct which has been adopted by Council. When Councillors are representing the Council on another body, they must follow the code unless it conflicts with a legal duty owed to the other body.

Some outside bodies may require the Councillor to treat their business as confidential. This may sometimes create a dilemma for the Councillor and may seem contrary to the idea of assisting public accountability. However, a Councillor will be bound by any confidentiality undertaking given.

## 6. General

As mentioned earlier these guidelines are intended solely for the purpose of providing a general basis upon which members appointed to outside bodies can exercise their judgement when balancing their respective responsibilities as a Councillor and a nominated representative. The guidelines cannot provide a detailed answer for all circumstances and consequently, if in doubt, a Councillor should seek further advice and guidance from the Council's Monitoring Officer.

Head of Law & Governance

May 2016

**Council Grants awarded to Outside Bodies and Charities in 2016/17**

	<b>Total 2016/17</b>
<b>Total Grants awarded 2016/17</b>	<b>£1,430,970</b>
<b>Total Grants to Outside Bodies</b>	<b>£750,415</b>

Name of Organisation	Grant allocation
Association Public Service Excellence (APSE)	
Barton Community Association Management Committee	
Blackbird Leys Neighbourhood Support Scheme Ltd	<b>£85,290</b>
Bullington Community Association	
Oxford Citizen's Advice Bureau	<b>£200,000</b>
Council of Ruskin College	
Cotteslowe Community Association	<b>£4,450</b>
District Council's Network Association	
Donnington Community Association Management Committee	
Donnington Doorstep Management Committee	<b>£7,000</b>
East Oxford Community Association	
Historic England South East - Heritage Champion	
Florence Park Community Association	
Fusion – Oxford's Community Arts Agency	<b>£28,128</b>
Gatehouse	<b>£5580</b>
Headington Action	<b>£500</b>
Headington Community Association	
Health and Wellbeing Partnership	
Jericho St Barnabas Community Association Management Committee	
Littlemore Community Association	
LGA General Assembly	
Local Government Information Unit	
Modern Art Oxford	<b>£70,000</b>
North Oxford Association	
Northway Community Association	
Oxford Asian Cultural Association	
Oxford and District Sports and Recreation Association for the Disabled (OXSRAD)	
Oxford Homeless Pathways	<b>£102,753</b>
Oxford HUB Advisory Board	
Oxford In Bloom	

APPENDIX 3

Oxford Playhouse	<b>£24,000</b>
Oxford Poverty Action Trust	
Oxford Preservation Trust	
Oxford Sports Council Executive Committee	
Oxfordshire Community and Voluntary Action	<b>£43,736</b>
Oxfordshire County Council School Organisation Stakeholder Group	
Oxfordshire Ethnic Minorities Enterprise	
Oxfordshire Environmental Partnership	
Oxfordshire Museums Council	
Oxford Safer Communities Partnership	
Pegasus Theatre	<b>£25,000</b>
Police and Crime Panel	
Regal Community Centre	
Risinghurst Community Centre	
Rose Hill Community Association	
Rose Hill & Donnington Advice Centre	<b>£90,478</b>
South Oxford Adventure Playground Executive Committee	<b>£8,000</b>
South Oxford Community Association Management Committee	
The Porch Steppin Stones Centre	<b>£55,000</b>
West Oxford Community Association	<b>£500</b>

APPENDIX 3

<b>Charities</b>	<b>Grant Allocations</b>
Alice Smith Trust and Sarah Nowell Educational Organisation	
City of Oxford Charity	
Elder Stubbs Charity	
Headington Parish Charity	
Katherine Rawson Trust	
Oxford Leon Trust	
Old Marston Charities Trust	
Parochial Charities of St Clements	
St Aldate's Parish Charity	
Non Ecclesiastical Charities of St Mary's Magdalen	
Susan Kidd	

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Appendix 4 - Risk Register for Appointment to Outside Bodies

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
Not appointing to Body	Risk of not appointing to Outside Body	Threat	Records are not maintained, or nominations not coming forward	Councillors no longer aware of the needs/work of that body and the implications for the Council	Annual concern	Head of Law and Governance	2	2	2	2	2	2		Annual update records and request feedback from OB and Cllrs.	May 2017	On-going		Rachel Drinkwater
Unnecessary appointment to Body.	Risk of appointing to Outside Body when appointment is unnecessary	Threat	Overambition	Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	2	2	2	2	2		Annual update records and request feedback from OB and Cllrs.	May 2017	On-going		Rachel Drinkwater
Role and responsibilities of appointees	Appointees do not understand their role or responsibilities on body.	Threat	Adequate guidance and support not given by Council officers or Outside Body	Appointees not able to fulfil their role on the body.	2015	Head of Law and Governance	2	1	2	1	2	1	New guidance to be issued to all appointees in 2016	Guidance note on the roles and responsibilities of members on Outside Bodies to be circulated to all members upon appointment	May 2017	On-going	100%	Rachel Drinkwater
Non-attendance of appointee.	Appointees do not attend Outside Body meetings.	Threat	Appointees not informed of meetings or unable to attend meetings.	Appointees not able to fulfil their role on the body. Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	4	2	4	2	4		Encourage members and Outside Bodies to inform the Council if there are issues with attendance.	May 2017	On-going		Rachel Drinkwater

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## MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 19 May 2016



**COUNCILLORS PRESENT:** Councillors Price (Leader), Brown, Hollingsworth, Kennedy, Rowley, Simm, Sinclair and Smith.

**OTHER MEMBERS PRESENT:** Cllr Gant and Cllr Tidball

**OFFICERS PRESENT:** Peter Sloman (Chief Executive), Tim Sadler (Executive Director Community Services), Caroline Green (Assistant Chief Executive), Nigel Kennedy (Head of Financial Services), Lindsay Cane (Legal Services Manager), Patsy Dell (Head of Planning & Regulatory Services), Lorraine Freeman (Development Funding Officer), Mark Jaggard (Spatial & Economic Development Manager), Ian Marshall (Team Leader Design, Heritage and Specialist Services), Paul Wilding (Programme Manager Revenue & Benefits) and Catherine Phythian (Committee Services Officer)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Turner and Tanner.

Cllr Brown arrived during Minute 7.

The Leader welcomed Cllr Smith, Board Member for Leisure, Parks and Sport to the City Executive Board.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. PUBLIC QUESTIONS

There were no public questions.

### 4. SCRUTINY COMMITTEE REPORTS

No scrutiny committee reports were submitted to the meeting.

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

There were no Councillor addresses.

## **6. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES**

Cllr Tidball addressed the Board on Grandpont Children's Centre and the proposal for it to be funded as part of a Hub and Spoke Model.

A copy of her address is attached to these minutes.

On behalf of the Board, the Leader thanked Cllr Tidball for her comments and observed that this was a serious issue with significant implications for families in Oxford. The Board commended the proposed financial model and considered that this was an opportunity for resources to be used to best effect and that it could be replicated for other childrens centres in the city. They expressed concern about the lack of clarity over the County Council's plans for the childrens centres.

The Board requested the Director of Community Services to raise this proposal as a matter of priority in his on-going discussions with the County Council regarding the future of children's centres and other related service cuts.

## **7. EVALUATION OF OXFORD CITY COUNCIL'S WELFARE REFORM TEAM EUROPEAN SOCIAL FUND PROJECT**

The Executive Director Organisational Development & Corporate Services submitted a report detailing the outcomes and learning achieved from the Welfare Reform Team's European Social Fund project.

The Revenues & Benefits Programme Manager presented the report and highlighted the following key points:

- A researcher from the Social Policy Unit at Oxford University carried out analysis of the data collected during the project. Her most statistically significant findings were that people who had been out of work for 6 to 12 months were more likely to enter work than any other cohort, and that the more income a person lost from changes to their benefit, the less likely they were to move into work. This last finding contradicts existing government thinking in relation to reductions in benefit payments.
- The project highlighted that lack of available childcare is the main barrier to work for customers. As a consequence the OCC Welfare Reform Team have formed stronger relationships with local children's centres as they are likely to engage with people who will be affected by the lower Benefit Cap.
- Partnership work was one of the most successful elements of the project, and has had the most significant legacy.
- The project evaluation had been distributed locally to all partners and interested parties, and also to the Universal Credit Programme at DWP, the Local Government Association, and the Joseph Rowntree Foundation.

- Since the project ended the Council has led two partnership bids with 20 third sector partners for funding from the Local Enterprise Partnership (LEP).

In discussion the Board commented on the value of the academic appraisal of the project; the importance of the provision of affordable “after school” childcare by the County Council; the benefits of early intervention and expenditure in reducing longer term costs; and the implications for mental health support services.

In conclusion the Board noted that the groups most impacted by the welfare cuts needed support from a wide range of resources and that the loss of some of those key service components locally combined with the national changes to the benefit system presented a very serious problem.

The City Executive Board resolved to:

1. **Note** the outcomes and learning detailed in this report;
2. **Refer** the project findings and the Board’s conclusions to the County Council and local Health Authority;
3. **Share** the project findings with Government and the Shadow front bench.

## **8. OLD MARSTON CONSERVATION AREA APPRAISAL**

The Head of Planning & Regulatory Service submitted a report presenting the conservation area appraisal for Old Marston for approval.

The Board Member, Planning and Regulatory Services introduced the report. He said that the appraisal process had been lengthy and had included extensive consultation with stakeholders. He was pleased to say that the appraisal had met with an enthusiastic response from the Parish Council and local community.

The Board queried the status of the appraisal document in terms of planning policy and determining planning applications. The planning officers explained that the appraisal would be part of a broader range of design and style guidance such as the Design SPD and the updated Local Plan which would include a city wide design policy.

The City Executive Board resolved to:

1. **Approve** the Old Marston Conservation Area appraisal and endorse it for use in informing development management decisions; and
2. **Endorse** the conservation principles it promotes and its key conclusions.

## **9. COMMUNITY INFRASTRUCTURE LEVY (NEIGHBOURHOOD PORTION) – AGREEING THE PROCESS FOR CONSULTING AND SPENDING**

The Head of Planning and Regulatory Services submitted a report detailing proposals for the process for consulting and spending the Community Infrastructure Levy (CIL) - (Neighbourhood Portion).

The Board Member, Planning and Regulatory Services introduced the report. He outlined the proposed arrangements for spending the neighbourhood portion of the CIL and explained the rationale for the proposals. He said the £2500 allocation was in addition to the existing ward member budget. A further allocation would be made in the next Council year.

The Board requested that officers provide Ward Members with further clarification and guidance on the types of projects and work that they could fund.

The Board noted that this element of the CIL had been allocated on an equitable basis across all wards but that other elements of CIL were reserved for the areas in which the development took place.

The City Executive Board resolved to:

1. Note the requirements for expending the neighbourhood portion of CIL in parished areas
2. Approve the process for spending the Neighbourhood Portion of CIL in the non parished part of the City.

## **10. ITEMS RAISED BY BOARD MEMBERS**

No items were raised by Board Members.

## **11. MINUTES**

The Board resolved to **approve** the minutes of the meeting held on 14 April 2016 as a true and accurate record.

**The meeting started at 5.00 pm and ended at 6.00 pm**