

# Agenda

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## City Executive Board

Date: **Thursday 14 July 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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Email: [executiveboard@oxford.gov.uk](mailto:executiveboard@oxford.gov.uk)

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# 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](#)

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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.

**6 SCRUTINY COMMITTEE REPORTS**

Scrutiny reports on the following items may be submitted to this meeting:-

- Report of the Equality and Diversity Review Group
- Apprentices
- Private Sector Housing Policy (post-consultation)
- Fusion Lifestyle's 2016/17 Annual Service Plan

- Grant Allocations – Monitoring Report
- Review of the Lord Mayor’s Deposit Guarantee Scheme.

**7 PRIVATE SECTOR HOUSING POLICY (POST-CONSULTATION)**

9 - 110

**Lead Member:** Councillor Hollingsworth, Executive Board Member for Planning and Regulatory Services

The Head of Planning and Regulatory Services has submitted a report which provides the results from the consultation exercise carried out for the draft Private Sector Housing Policy 2016-2019 and seeks approval from members to approve the policy. The policy sets out the present baseline conditions of Oxford’s private rented sector housing and how Council services have been working to improve those conditions. It then sets out how the Council will address the complex issues that affect the sector from 2016-2019.

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

1. Consider the report of the consultation on the Private Sector Housing Policy 2016-2019 and note the findings attached at Appendix 2;
2. Approve the Private Sector Housing Policy 2016 – 2019 attached at Appendix 1.

**8 FUSION LIFESTYLE'S 2016/ 2017 ANNUAL SERVICE PLAN**

111 - 140

**Lead Member:** Councillor Smith, Executive Board Member for Leisure, Parks and Sport

The Head of Community Services has submitted a report which outlines Fusion Lifestyle’s Annual Service Plan for the management of the Council’s leisure facilities for 2016/17.

**Recommendations:** That the City Executive Board resolves endorse the Fusion Lifestyle Annual Service Plan for 2016/17.

**9 MONITORING THE GRANT ALLOCATIONS TO COMMUNITY & VOLUNTARY ORGANISATIONS - REPORTED ACHIEVEMENTS 2015/2016**

141 - 188

**Lead Member:** Councillor Simm, Executive Board Member for Culture and Communities

The Head of Community Services has submitted a report to inform members of the monitoring findings of the 2015/16 grants programme.

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

- 1 Note the results of the grant monitoring, the positive impact the community and voluntary sector is making in the city.
- 2 Work with partners to understand the issues facing the community and voluntary sector in greater depth so we are better able to target our support where it is most needed and

will have the greatest impact.

**10 REVIEW OF LORD MAYORS DEPOSIT GUARANTEE SCHEME**

189 - 196

**Lead Member:** Councillor Rowley, Executive Board Member for Housing

The Head of Housing and Property has submitted a report which recommends changes to the Lord Mayor's Deposit Guarantee Scheme in anticipation of legislative changes and to boost positive outcomes for vulnerable persons

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

1. Agree the enhanced one year pilot offer to landlords, as set out in this report, to help increase the number of low income non-statutory homeless households to find property in the private rented sector.
2. Delegate any further minor changes to the scheme to the Head of Housing and Property, including whether to adopt the approach piloted in future, following an evaluation of the pilot.

**11 AWARD OF GOODS AND SERVICE CONTRACT: TO DELIVER CIVIL ENGINEERING PLANT & NRSWA QUALIFIED LABOUR HIRE**

197 - 204

**Lead Member:** Councillor Turner, Executive Board Member for Finance, Asset Management and Public Health

The Head of Direct Services has submitted a report which requests that the City Executive Board delegate responsibility to the Executive Director, Community Services, to the award a new contract for the Civil Engineering Plant and NRSWA (New Roads and Streetworks Act) qualified labour hire to the Council.

**Recommendation:** That the City Executive Board resolves to grant delegated authority to the Executive Director, Community Service to award a new contract for the provision of Civil Engineering Plant and NRSWA qualified labour hire to the Council following the completion of a tender process.

**12 ITEMS RAISED BY BOARD MEMBERS**

**13 MINUTES**

205 - 210

Minutes of the meeting held on 16 June 2016

**Recommendation:** The City Executive Board NOTES the minutes of the meeting held on 16 June 2016 as a true and accurate record.



## **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.

a)

b)

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**To:** City Executive Board  
**Date:** 14 July 2016  
**Report of:** Head of Planning and Regulatory Services  
**Title of Report:** Private Sector Housing Policy 2016 – 2019

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	The report provides the results from the consultation exercise carried out for the draft Private Sector Housing Policy 2016-2019 and seeks approval from members to approve the policy. The policy sets out the present baseline conditions of Oxford’s private rented sector housing and how Council services have been working to improve those conditions. It then sets out how the Council will address the complex issues that affect the sector from 2016-2019.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Alex Hollingsworth, Planning and Regulatory Services
<b>Corporate Priority:</b>	Meeting housing needs, Strong and active communities, An effective and efficient council.
<b>Policy Framework:</b>	
<b>Recommendations:</b> That the City Executive Board resolves to:	
	<ol style="list-style-type: none"> <li>1. Consider the report of the consultation on the Private Sector Housing Policy 2016-2019 and note the findings attached at Appendix 2;</li> <li>2. Approve the Private Sector Housing Policy 2016 – 2019 attached at Appendix 1.</li> </ol>

<b>Appendices</b>	
Appendix 1	Private Sector Housing Policy 2016-2019
Appendix 2	Report on the Consultation on the Private Sector Housing Policy
Appendix 2a	E-mail signature

Appendix 2b	Flyer and Poster
Appendix 2c	Social Media
Appendix 2d	Local Newspaper adverts
Appendix 3	Risk register
Appendix 4	Equalities Impact Assessment

## Background

1. On the 11 February 2016 the draft Private Sector Housing Policy 2016-2019 was approved by the City Executive Board for a city wide consultation.
2. On 15 February 2016 the Council commenced the consultation for a period of 8 weeks, concluding on the 18 April 2016.
3. The results for the Private Sector Housing Policy consultation exercise are summarised in this report and set out in full at Appendix 2.

## Consultation on the Private Sector Housing Policy

4. Throughout the eight week consultation period the policy was available on the Council website and was also available for comment through the on-line consultation page. A press release and posts on social media were made at the start and throughout the consultation.
5. Direct invitations to comment were sent to the following stakeholders:
  - Residents Groups
  - Landlords and letting agents (newsletter)
  - Oxfordshire County Council (Fire Service, Social Care, Public Health)
  - Student representatives
  - Shelter
  - Public Health England
6. In addition to the online questionnaire a series of 'road show events' were carried out by officers throughout the City. Details are provided in the Table below.

Location	Date
East Oxford – Community Centre	16 March 2016
Blackbird Leys Outside Library	17 March 2016
Headington Library	18 March 2016
Summertown Library	22 March 2016

7. A landlord information exchange was held on the 22 February 2016 at the Town Hall and around 80 landlords and agents attended.

8. Poster and flyers were distributed to all letting agents across the City during February and March and these were also made available in university student welfare and union offices. Posters were also distributed to other key external agencies such as Shelter, Crisis, Police and Oxfordshire County Council. All emails sent out by relevant Environmental Health teams had signature banners promoting the consultation. Social media was also used to advertise the online consultation.
9. A series of adverts were also placed in the free local newspapers providing details of where to find the policy online and where to obtain a copy if a person had no access to the internet.
10. A total of 58 responses were received, although not all respondents answered every question. The breakdown of respondents is as follows: 23% home owners living in Oxford, 17% landlords, 6% letting or managing agents, 38% tenants who were renting in the private sector in Oxford, 2% social tenant and 15% other.

### **Key findings of the consultation**

11. The key findings are as follows:

- 78% of respondents agreed that the Council should proactively regulate the private rented sector and use all of its powers such as licensing and targeting criminal landlords.
- 69% agreed or strongly agreed that the Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation.
- 67% agreed or strongly agreed that the Council should introduce licensing to improve conditions in all of the private rented sector.
- 79% agreed or strongly agreed that the Council should continue to focus on improving energy efficiency and reducing carbon emissions in homes and addressing fuel poverty as a priority.
- 79% agreed or strongly agreed that the Council should actively seek out "beds in sheds" and take any necessary enforcement action.
- 62% agreed that the proposed enforcement approach detailed in the policy is "about right".

### **Legal Issues**

12. There is a statutory requirement to maintain compliance with the provisions of Parts 1 & 2 of the Housing Act 2004. The proposed policy seeks to ensure that this provision will continue to be met.

13. Prior to the introduction of any selective licensing scheme, legal advice will be required to ensure that the evidence to support the scheme is sufficiently robust and to ensure that the scheme is lawful and consistent with statutory guidance. Further reports to CEB and a statutory consultation exercise will also be required before the introduction of a Selective Licensing Scheme.

### **Financial Issues**

14. No new money is being requested or committed by the policy.
15. The policy seeks to clarify the procedure regarding works in default where the Council has served legal notices which have not been complied with and has to carry out works to make a property safe.

### **Environmental Impact**

16. The policy details the use of powers and financial incentives over the short and longer term to more effectively improve energy efficiency in the PRS and to assist vulnerable home owners. This will result in reduced fuel poverty, while increasing investment in the sector. These measures will further have a positive environmental impact as they will be effective both in reducing Oxford's carbon footprint and on improving the city's environment.

### **Level of risk**

17. A risk register is attached as Appendix 3.

### **Equality Impact Assessment**

18. An EIA has been completed and attached as Appendix 4.

### **Conclusions**

19. The consultation results strongly support all the key aims of the policy.
20. There was clear support for the Council's proactive approach to regulating private sector housing and the Council's approach to prioritising the licensing of HMOs. There was also support for the proposal to consider extending licensing by introducing a Selective Licensing Scheme that would be paid for by licence fees. This approach is also consistent with the priorities set within the Council's Corporate Plan and Housing Strategy.
21. The Council's innovative work on improving energy efficiency and reducing carbon emissions in homes and addressing fuel poverty was also supported, as was the proposal to continue treating unlawful developments, or "beds in sheds", as a priority for enforcement action.

22. The Council's strong record of enforcement in the private rented sector was also backed, with 62% of respondents believing the proposed enforcement approach was about right.
23. Given the results of the extensive consultation exercise there is a clear mandate for approving the draft policy and no need to make any further changes.

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Service area or department	Planning and Regulatory Services
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**Background Papers:** None

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# PRIVATE SECTOR HOUSING POLICY

2016 – 2019

Building a world class city for everyone.



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### Introduction

At a time when there are many changes affecting the role of local authorities in respect of the private rented sector, (PRS), this document sets out the Council's Private Sector Housing Policy for the period 2016 – 2019. It forms the basis for development of the Council's policies relating to private housing and takes full account of our wider social housing policy.

The City Council believes that residents across all tenures should have the opportunity to live in a decent home, which is safe, warm and secure. While this policy document focuses largely on private rented premises, it also deals with other tenures, such as owner occupied dwellings where vulnerable residents are unable to maintain their properties or who require major repairs or adaptations. It is recognised that a number of homeowners, particularly among the elderly or other vulnerable groups, may not have the resources to carry out such important repairs and improvements.

It is well documented that sub-standard homes have a generally negative impact on the health of the people who live in them. There are clear links between damp, cold homes and the incidence of illnesses, such as asthma, respiratory disease, heart attacks and strokes. A home may also contain significant hazards which increase the risk of harm from falls, fire, scalds, electric shock, asbestos etc.

Studies have also shown that the impact of poor housing is not confined to physical effects. Homes that are vulnerable to burglary, poor noise insulation, overcrowding, inadequate lighting, damp, cold, etc., may cause anxiety and depression, and can have a serious effect on children's educational attainment and physical development.

This policy sets out the present baseline conditions of Oxford's private rented sector housing and the City Council services that have been working to improve those conditions. It then goes on to set out how over the next three years, the Council, working with other stakeholders, will address the complex issues that affect the sector. This is vital for the future of the city; as we seek to build and maintain sustainable neighbourhoods, we must tackle poor quality housing and this will in turn deliver wider benefits for the health of residents and the quality of the city environment.

Councillor Bob Price

Leader of the Council, Leader of the Labour Group, Board Member for Corporate Strategy and Economic Development

## Aims and Objectives

### 1. Delivery

1.1 Oxford City Council already has a successful record of dealing with Private Rented Sector (PRS) issues. A number of our policy interventions have been recognised by external bodies as exemplars of good practice and it is the intention of the Council to continue the general approach that has served the city well in recent years. The Private Rented Sector Housing Policy will act as an overarching document setting out the Council's priorities and targets. Actively promoting the 'One Council' ethos, these will be delivered principally through a series of partnership working and related action plans, which in turn relate to specific teams within the Council.

1.2 Our key priorities for this Policy are to:

- Protect the health, safety and welfare of residents through education and information and where necessary, enforcing statutory housing standards
- Improve the management and condition of the PRS by implementing proactive interventions such as licensing schemes
- Provide targeted financial assistance to residents who need it to enable them to live in decent, safe, warm and secure homes
- Actively seek to reduce fuel poverty through targeted assistance and intervention.
- Facilitate and enable the return to use of long term empty properties
- Provide services which assist residents with disabilities to enjoy and make the best possible use of their home.
- Provide preventative services which assist older residents to remain safe, secure, warm and comfortable in their own home

1.3 To achieve the above, the key drivers for this Policy are:

- To maximise the contribution that the private rented sector can make to the stock of good quality, safe accommodation
- Through a regime of reactive and pro-active initiatives, to minimise the risks to the health, safety and welfare to those living in the private rented sector
- To ensure through cross Council working and integrated corporate activity that the private rented sector does not have a deleterious impact on the urban environment

## Chapter 1

### Strategic Context

*Summary:- This section of the Policy explains the current state of the housing market and the background of national legislation and how this influences the setting of priorities for the Council in relation to the Private Rented Sector, (PRS).*

### 2. National Policies

2.1 In November 2011, the government published a Policy document “Laying the Foundations: A Housing Strategy for England”. The Strategy was a response to the challenges facing the sector that have emerged in recent years and which have even greater relevance today:

- buyers can't buy – with the average age of an unassisted first time buyer continuing to rise and families struggling to 'trade up'
- lenders are not lending enough – with high deposit requirements excluding young people and families from home ownership
- builders are not building – without consumers ready to buy and without enough land for development or access to finance
- investors are not investing – without the right framework or incentives in place
- more affordable housing is needed – to deliver new homes and support the social mobility and aspirations of tenants and communities
- tenants are struggling to pay high rents – as pressures increase in the private rented sector.

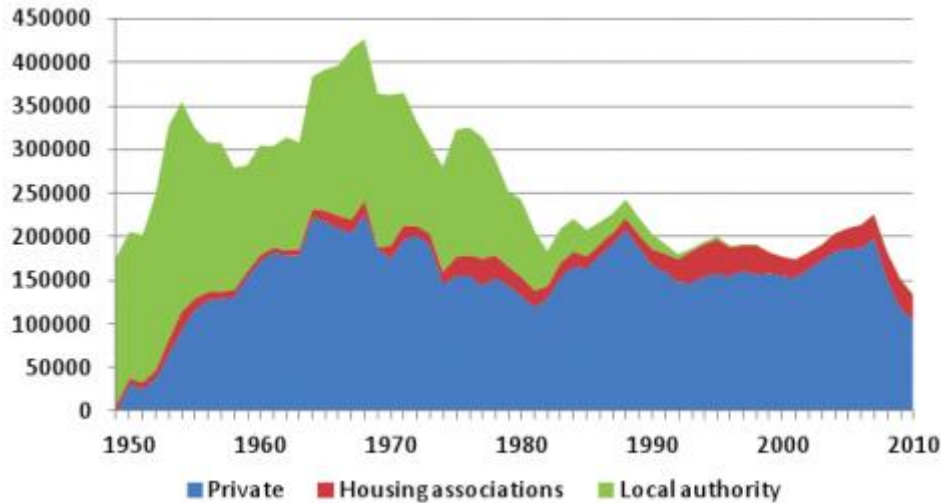
2.2 Although the main focus of the document was on the housing market as a whole, it included two chapters on proposals dealing with the growth and quality of the PRS and with empty properties. The government signalled that they wanted local authorities to make full use of their powers to tackle dangerous and poorly maintained homes.

2.3 There have not been any significant proposals for new primary legislation since the introduction of the Housing Act 2004, which implemented the Housing Health and Safety Rating System (HHSRS), mandatory licensing, additional licensing and selective licensing. Successive governments have introduced a number of regulations and have made other noteworthy consequential changes to existing legislation; however there have been no further significant changes to the regulatory framework governing the PRS.

2.4 There is at present a desire from the government to strengthen powers given to local authorities around the PRS using the current framework and a series of amendments have been introduced and further new regulations are planned. This is primarily in response to concerns about tenants being exploited by rogue landlords who provide substandard, overcrowded and/or illegally constructed accommodation, and Houses in Multiple Occupation (HMOs) that are occupied by illegal immigrants. There have also been steps taken to improve controls over letting agents and to prevent retaliatory evictions, both of which have been issues raised by many tenants who are dependent upon the PRS. It seems very likely that the PRS will be the only housing tenure that is available to many people in the future, leading the government to implement measures which will provide local authorities with the necessary controls over the worst practices found in that sector.

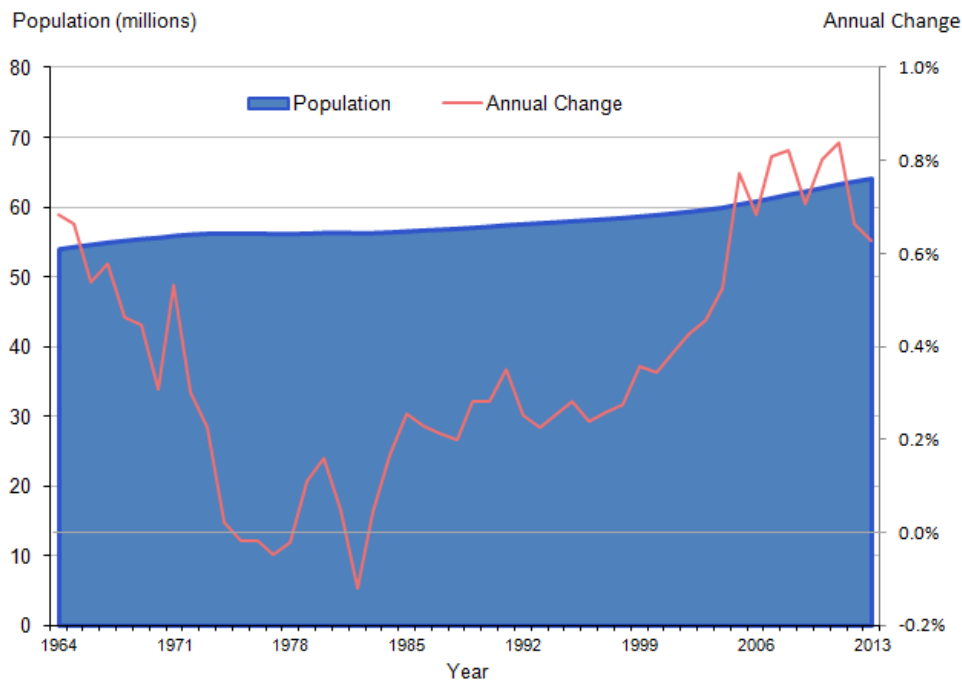
2.5 One reason for increased pressure on the existing stock is that the demand for housing in many areas is significantly outstripping the supply. The number of housing completions between 1950 to 2010 shows that house building by local authorities declined dramatically in the 1980's and housing associations have not been able to make up the difference. Recently the number of new build completions suffered badly because of the recession at a time where the population was growing rapidly.

Figure 1 – House Building in England 1950 – 2010



2.6 With a growing population, the number of households in England is also forecast to keep rising in the years ahead. Currently, the number of households in England is projected to grow to 27.5 million in 2033, an increase of 5.8 million (27 per cent) over 2008, or 232,000 households per year.

Figure 2 – Mid-year population estimates and annual change for the UK mid-1964 onwards

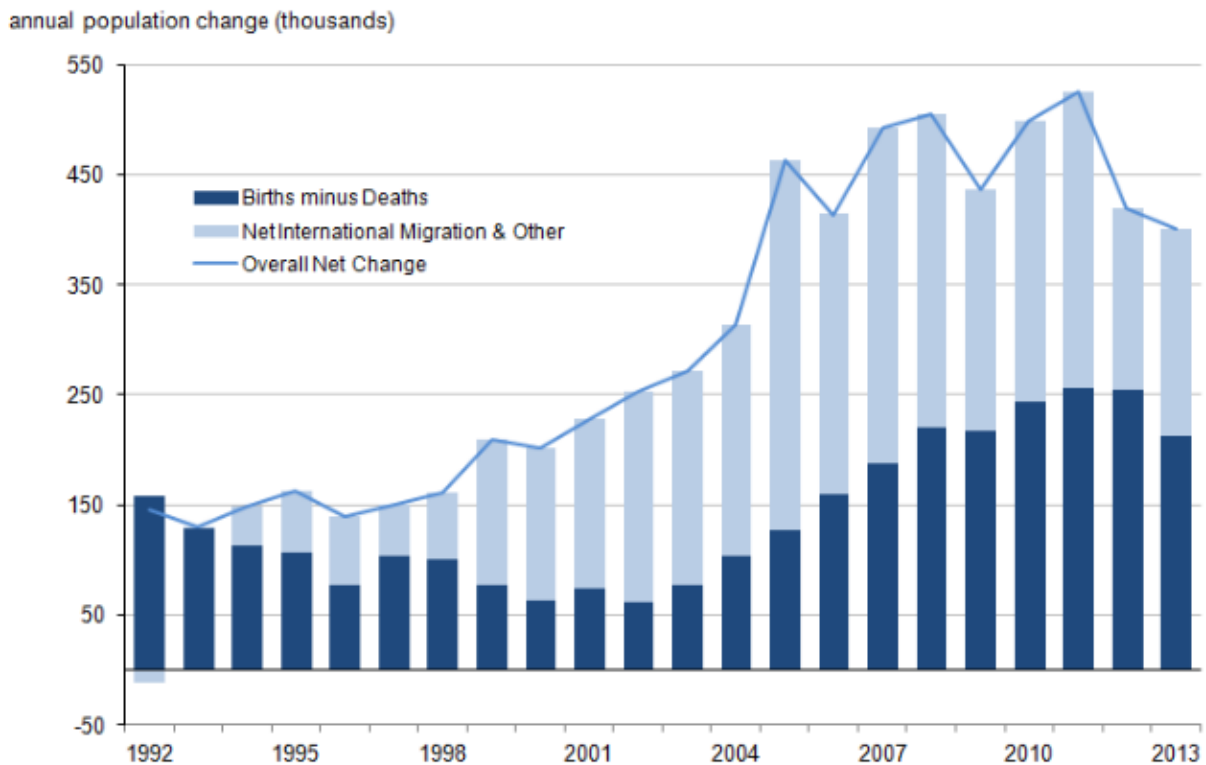


**Notes:**

1. Source: ONS, NRS, NISRA

2.7 International migration contributes around 40 per cent towards this projected increase in households and the impact of migration on population growth can be seen below:

Figure 3 – Annual Population Change

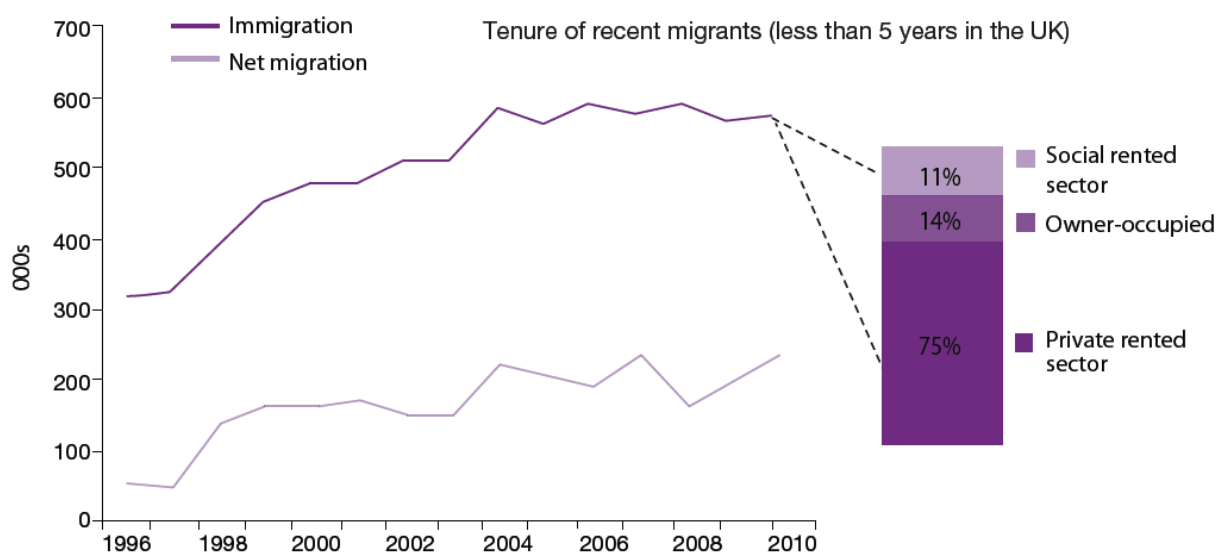


**Notes:**

1. Source: ONS, NRS, NISRA

2.8 This is of particularly significance as research indicates that around 75% of recent migrants to the UK are housed in the PRS.

Figure 4 – Tenure of Migrants



Source: ONS, DCLG and Migration Observatory (2011)

2.9 The makeup of England's housing stock changed dramatically between financial year 2000/01 and financial year 2011/12, as can be seen from the DCLG figures in Table 1

below. The overall number of dwellings has seen growth of 9% over this period, rising from 21.2 million in financial year 2000/01 to 23.1 million in financial year 2011/12. But it is the rise of the PRS that is most striking. The PRS became the second largest tenure after owner occupation in 2010/11 and at 4.29 million units, this is the highest recorded level of private rented units since 1961.

Table 1 – England dwelling stock broken down by tenure, 2000 to 2012

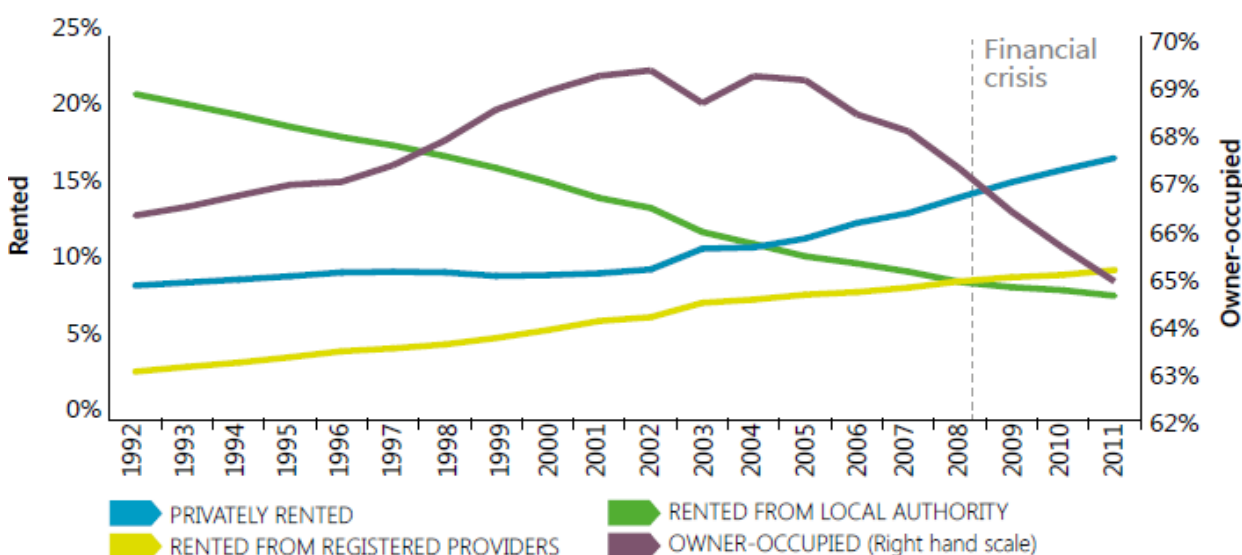
Financial Year	Local Authority	Private Registered Providers	Owner Occupied	Privately Rented	Other Public Sector	Total
2000-01	2,812,000	1,424,000	14,735,000	2,133,000	103,000	21,207,000
2001-02	2,706,000	1,492,000	14,846,000	2,197,000	112,000	21,354,000
2002-03	2,457,000	1,651,000	14,752,000	2,549,000	104,000	21,513,000
2003-04	2,335,000	1,702,000	14,986,000	2,578,000	83,000	21,684,000
2004-05	2,166,000	1,802,000	15,100,000	2,720,000	82,000	21,870,000
2005-06	2,087,000	1,865,000	15,052,000	2,987,000	82,000	22,073,000
2006-07	1,987,000	1,951,000	15,093,000	3,182,000	75,000	22,288,000
2007-08	1,870,000	2,056,000	15,067,000	3,443,000	74,000	22,510,000
2008-09	1,820,000	2,128,000	14,968,000	3,705,000	74,000	22,694,000
2009-10	1,786,000	2,180,000	14,895,000	3,912,000	66,000	22,839,000
2010-11	1,726,000	2,255,000	14,827,000	4,105,000	63,000	22,976,000
2011-12	1,689,000	2,304,000	14,757,000	4,286,000	75,000	23,111,000

Source: DCLG

2.10 The rise in the PRS can be seen clearly in the figure below:

Figure 5 – Proportion of Dwellings, (United Kingdom)

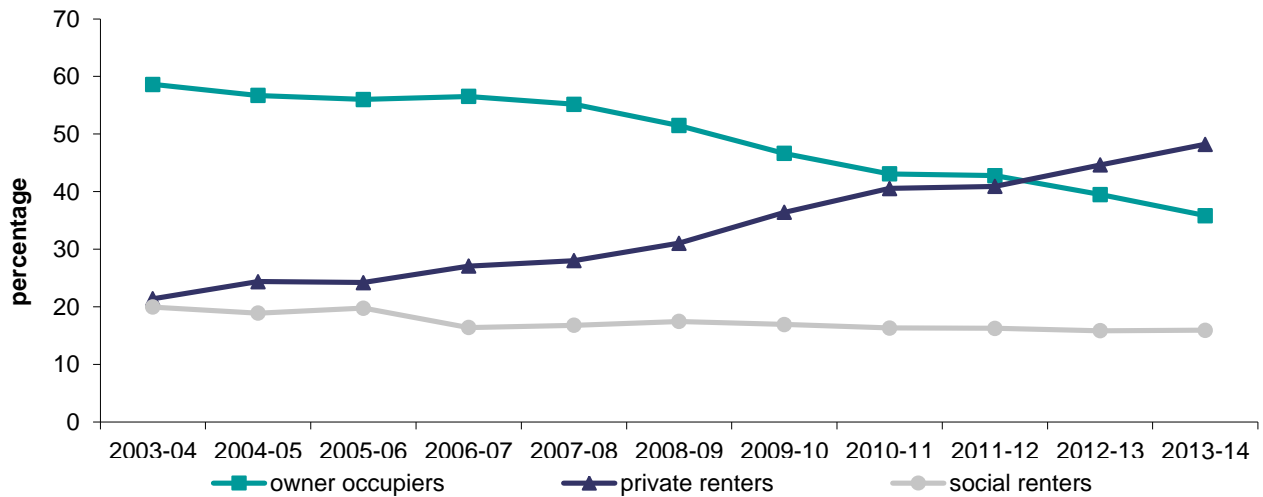
Proportion of dwellings, UK



Source: Knight Frank Residential Research / DCLG

2.11 The latest English Housing Survey 2013/14 (EHS) reported in February 2015 that the PRS has now grown to 19%, up from 18% in 2012-13 and 11% in 2003 and that nearly half of 25 to 34 year-olds rent their home. (see figure 6 below).

Figure 6 – Tenure profile for 25-34 year olds

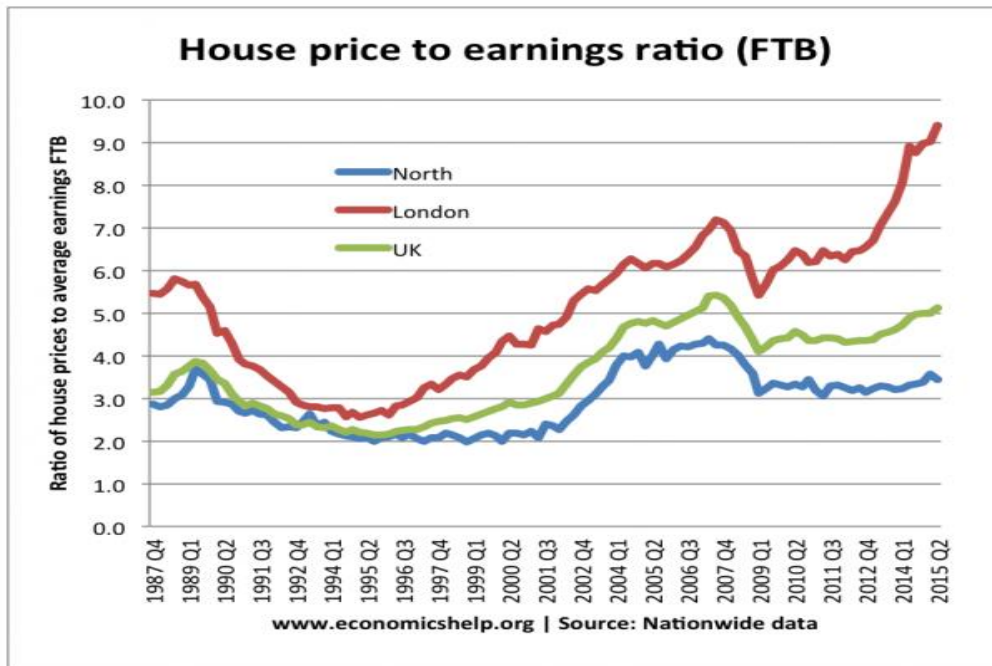


2.12 Further analysis shows that 59% of 25 to 34 year-olds owned their own home just over 10 years ago, but by 2014 this number had fallen substantially to only 36%. Rising house prices have seen many young people priced out of buying a home, while the percentage of young people renting their homes from a private landlord has more than doubled in a decade and now stands at 48%.

2.13 Affordability is another key factor that has impacted upon the housing market and the figures for house price to earnings from 1987 to 2015 show how affordability, particularly in the London (and therefore the south east) has declined.

Figure 7 – First Time Buyers – House Price to Earnings Ratio

First Time Buyers – House Price to Earnings Ratio



2.14 A total of 2.9 million people aged 20-34 are currently living with parents and for many in this age group home ownership is no longer a tenure of choice or aspiration resulting in the PRS being the only viable housing option.



## Impact of Buy to Let

2.15 A key element in the development of the PRS in recent years has been the growth of the buy-to-let market. Introduced in 1996, buy to let mortgages have helped transform the PRS. Within five years, ARLA recorded a 49% increase in new landlords and in that 18 year period buy to let has offered housing to a wide range of new tenants who might, in earlier periods, have been drawn into owner occupation. A 2014 report by the Local Government Association, (LGA) estimated the number of buy to let landlords at 565,000 or 1 in 5 of all landlords. Figures published before the Government's Autumn 2015 statement on future public expenditure, suggested that by 2032, more than one in three properties will be owned by private landlords.

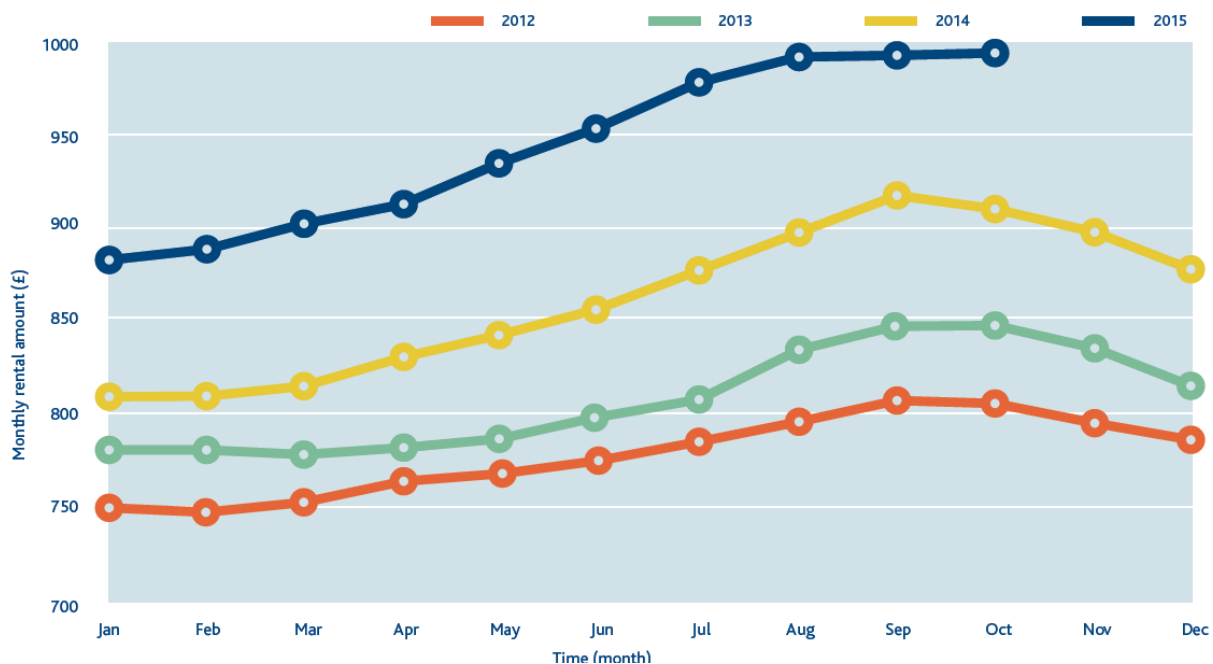
2.16 Government tax changes to the buy to let market announced in November 2015, are to be phased in from 2017 and fully implemented by 2020. These changes largely affect the higher tax rate brackets, but the consequences are likely to cascade down to affect all buy to let landlords. When these changes are implemented, there may be a small reduction in the number of available PRS properties as existing landlords sell and fewer seek buy to let mortgages.

## Impact of house prices on the PRS

2.17 Nationally, house prices are very expensive and in the UK, house price to salary ratio is amongst the highest in the developed world. In parts of the country, access to home ownership is restricted due to high prices and pressure on the PRS is driving up rents making them unaffordable for those on lower incomes and increasing spending on Housing Benefit. Rental costs have also increased considerably. The average UK rent for tenancies in October 2015 was £997pcm, 9.7% higher than the same period last year (£909pcm). Figure 8 below highlights how rents have increased from 2012:

Figure 8 – Average UK Rental Prices

### Change in UK average rental prices



### **3. Oxford - The Local Context**

#### **Location, Population and Characteristics**

3.1 Oxford is located in the South East region of England, 51 miles (82 km) north-west of London and is the county town of Oxfordshire. Oxford's population grew by 12% over the decade 2003–2013, making it the eighth fastest growing English city with 158,000 residents and is projected to reach 165,000 by 2021. It is the 52nd largest city in the United Kingdom. One of the fastest growing and most ethnically diverse cities, Oxford has a broad economic base. Its industries include motor manufacturing, education, publishing and a large number of information technology and science-based businesses. The City is known worldwide as the home of the University of Oxford, the oldest university in the English-speaking world and as the "City of Dreaming Spires", a term coined by poet Matthew Arnold. It is also the home of Oxford Brookes University, one of the country's best 'new' universities, with a strong orientation towards professional and technical education.

#### **Oxford Corporate Plan 2016 – 2020**

3.2 The City Council's corporate plan identifies five key priorities for new investment and sets out the Council's strategic direction for the four year period from 2016 - 20. The five priorities are:

- A Vibrant, Sustainable Economy
- Meeting Housing Needs
- Strong and Active Communities
- A Clean and green city
- An Efficient and Effective Council

3.3 This policy document contains elements which contribute to all of the Council's corporate objectives, but its main focus is on 'Meeting Housing Need'. In the Corporate Plan the Council has committed itself to six key policy objectives, and one of these is to improve standards in the PRS by the following actions:

- reducing HMO Licence Fees for accredited landlords while increasing charges for those who fail to apply for a licence; the policy objective is to ensure that all landlords sign up for the accreditation scheme and to continue to improve standards across the city
- enforcing standards in the private rented sector more proactively
- managing the impact of private rented housing on communities and neighbourhoods. Change of use from a family or single unit dwelling into an HMO now requires planning permission. There is a presumption against new HMOs in areas which already have a significant concentration
- working with Oxford Brookes University and the University of Oxford to tackle issues relating to student housing, particularly in East Oxford
- using targeted noise enforcement as part of a programme of assistance for neighbourhoods whose character is adversely affected by HMOs and entertainment venues
- using our Home Improvement Agency to improve the homes of elderly and vulnerable home owners.
- adapting private dwellings to make them suitable for those with disabilities.

3.4 These have been translated into the performance targets illustrated in table 2 below.

Table 2 – Performance Targets

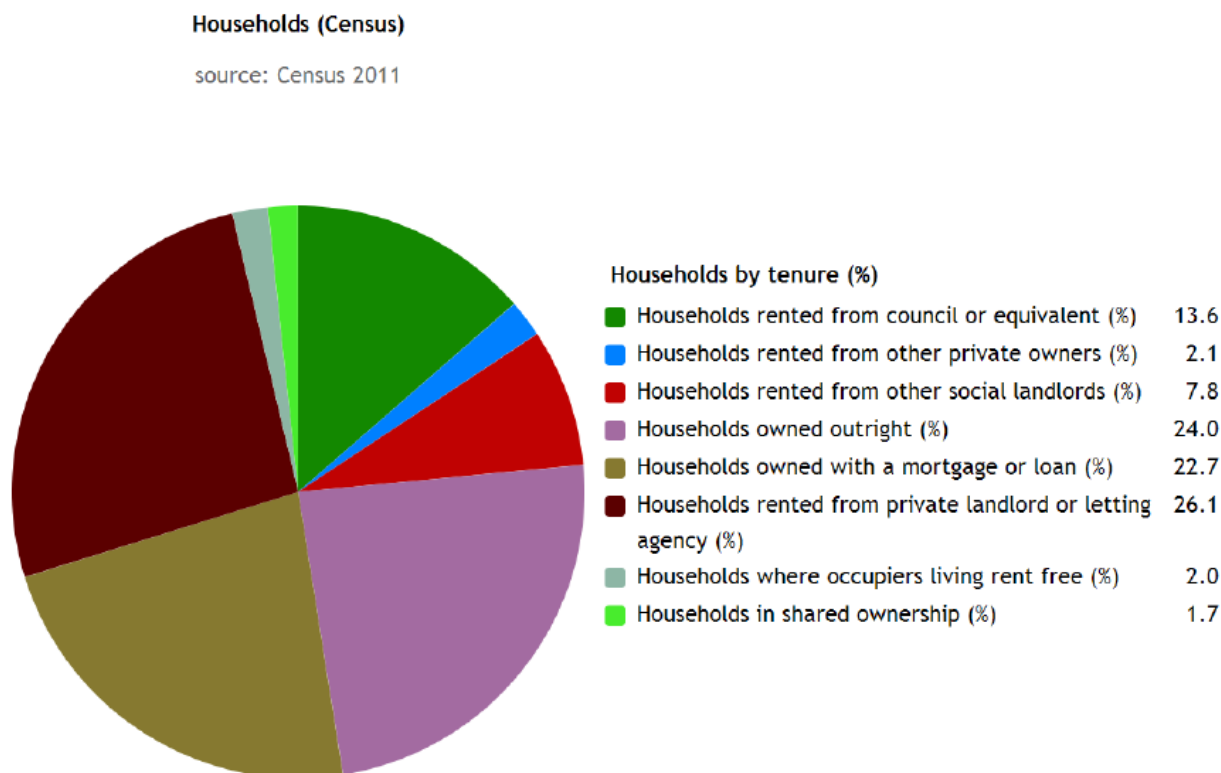
Measure Code	Council Priority	Measure Name	2016/17	2017/18	2018/19
ED01	Meeting Housing Need	The percentage of HMO's subject to agreed licence provisions	70	75	80
ED04	Meeting Housing Need	Percentage satisfaction with HIA service	94	95	95
ED05	Meeting Housing Need	Number of proactive HHSRS inspections carried out in the PRS	250	260	270

### Housing Market/Tenure Mix

3.5 The 2011 Census estimated a figure of 55,375 dwellings across all tenures in Oxford of which 24% were owned by their occupiers outright (no mortgage), compared with 31% nationally; 23% of properties were owned by their occupiers with a mortgage, compared with 33% nationally.

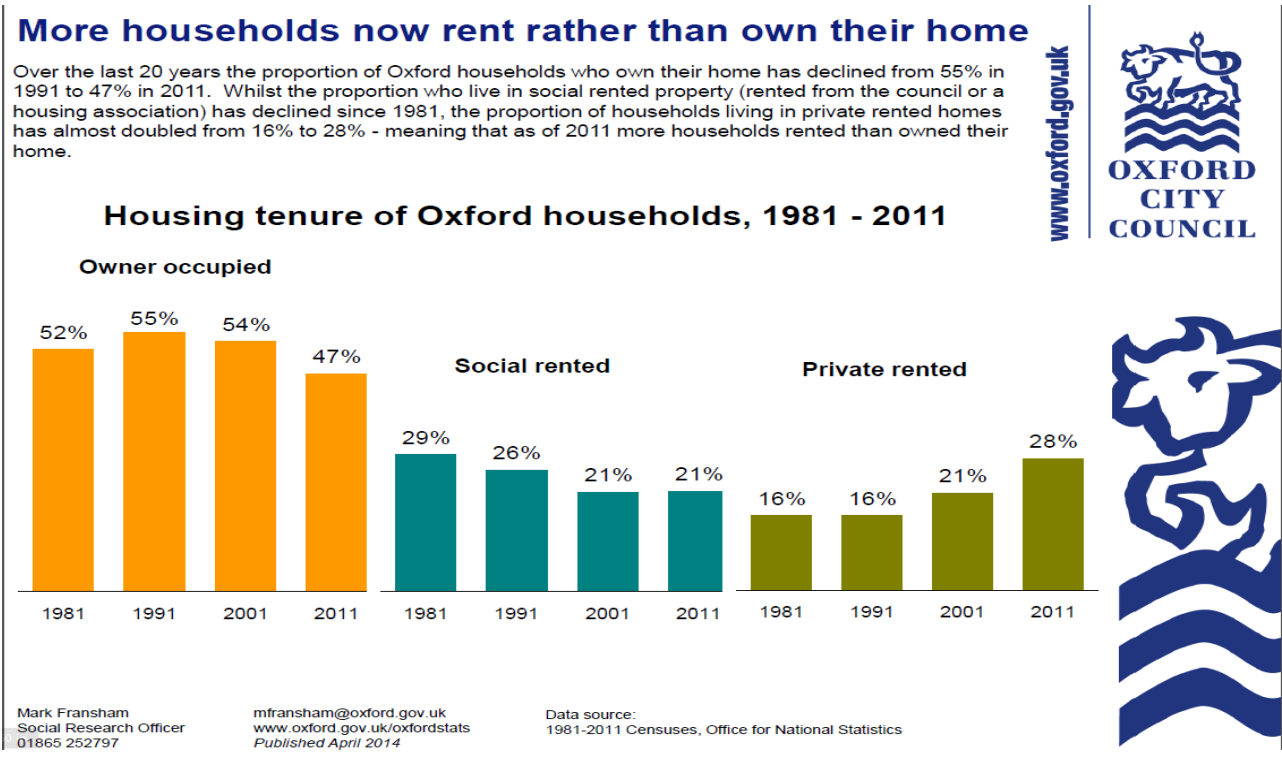
Figure 9 – Households by Tenure

### Pie chart of households by tenure in Oxford



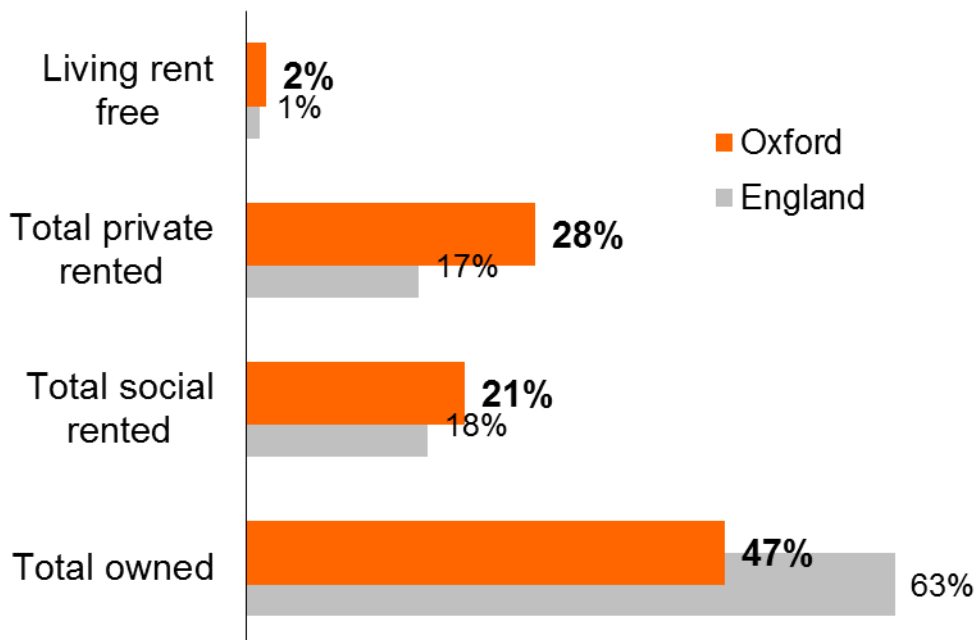
3.6 Over the last decade the PRS in Oxford has grown by almost 50%, from approximately 11,000 households in 2001 to over 16,000 in 2011. In 2011 the sector constituted 28% of the housing accommodation in Oxford compared to 17% in England.

Figure 10 – Growth of PRS in Oxford



3.7 The 2011 Census data provides a detailed breakdown of the different tenures in the City. The diagram below shows the situation in Oxford in comparison with the England as a whole.

Figure 11 – Number of households by accommodation type

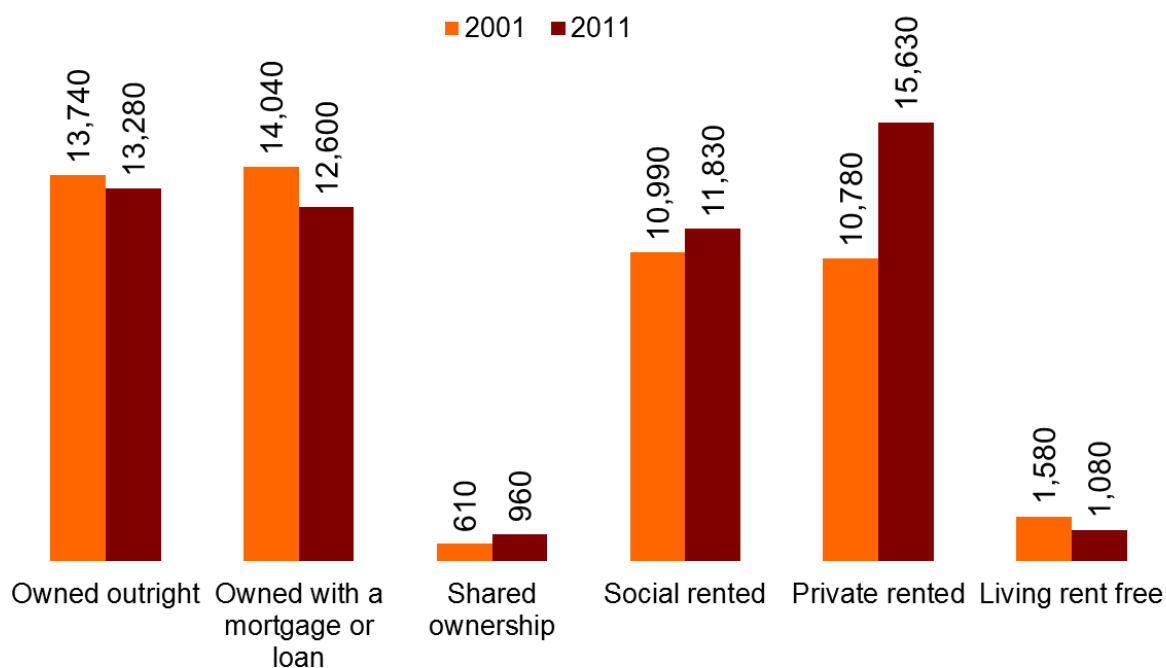


(Source 2011 Census)

3.8 It is worth noting that in 2011 the total number of rented households in the city was more than the total number of owner occupied properties in the city.

3.9 There has been a marked increase in private rented accommodation in the city from 2001-2011 as shown in the figure below.

Figure 12 – Relative changes in housing stock from 2001-2011



(Source 2011 Census)

### Oxfordshire Strategic Housing Market Assessment, (SHMA)

3.10 Published in April 2014, the SHMA considered the interaction between the Oxfordshire housing market and the Oxfordshire economy to examine the level of housing provision that would be required to support population growth, changes within the population (for example in terms of age structure) and committed economic growth within Oxfordshire to 2031. It also factored in the need to build affordable housing as a proportion of market housing. The SHMA does not set housing targets in itself. It provides an assessment of the future need for housing growth based on demographic and economic trends.

3.11 House prices in Oxford have traditionally risen faster than in surrounding areas. Several points that emerge from the SHMA are highly relevant to this Strategy:

- The increasing numbers of older households
- The increasing numbers of smaller households
- The significant polarisation in terms of household incomes and the extent of deprivation calculates that households will spend up to 35% of their gross income on housing costs
- The severe lack of affordable housing, at 50% above the national average and 13% above average for the South East region.
- The growth of the private rented sector in providing access to housing with 19% living in private rented housing.

## Oxford's Housing Stock

3.12 Overall, the housing stock in Oxford is older than the national average. 50% of the housing stock was constructed pre 1944 and the proportion of homes built pre-war is just under a third of the national average. The proportion built post 1964 is almost 60% greater with many older properties found predominantly in the owner occupied and privately rented sectors.

3.13 Semi-detached properties are the commonest property type in Oxford at 29.7% and the second most common house type is terraced (including end-terrace) at 28.2% (Census 2011).

3.14 According to the Lloyds Banking Group '*Oxford continues to be the UK's least affordable city*', with some of the highest rents and market values in the South East of England, '*at an average price of £340,864, houses in Oxford are relatively more expensive than the average earnings in the city, partly due to Oxford's attractiveness to commuters working in London*'.

3.15 More recent research, carried out by Oxford University, concluded that the average cost of a house in Oxford had risen by almost £38,000 during the past year to stand at £426,720, making Oxford homes the least affordable to buy in the UK relative to incomes. High house prices create a situation where younger people and low income households are not able to access the owner occupation market leaving the PRS as the only option for accommodation.

3.16 A long term housing shortage where demand is high and availability is low provides an opportunity for landlords to offer substandard accommodation without any problem in finding tenants.

3.17 Rental values in Oxford have increased on average by 11% between 2011 and 2014 compared to 7% in England. According to the Valuation Office Agency the average weekly rent for a property in Oxford is now £294.25. This is also reflected in Local Housing Allowance rates in Oxford which have increased, with the average LHA rate for 2014 being £219.73 p/w.

Table 3 – Oxford Rental Values between 2011- 2015

Year	Room	Studio	1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms	All categories
2015 (May)	£492	£708	£886	£1,091	£1,346	£2,088	£1,232
2014	£479	£723	£861	£1,067	£1,319	£1,973	£1,177
2013	£472	£623	£834	£1,025	£1,261	£1,924	£1,151
2012	£434	£631	£807	£991	£1,202	£1,789	£1,103
2011	£383	£599	£773	£970	£1,163	£1,691	£1,064
Variance % from 2011 to 2015	28%	18%	15%	12%	16%	23%	16%

## The Oxford Population Profile

3.18 Oxford's population has increased by 12% in the last decade. However, unlike the national picture, Census 2011 data suggests that it is the younger population on the increase with a decline in the over 75's. Currently 34% of the population of Oxford is aged between 20-35 years and the area has the highest proportion of students in England and Wales.

Table 4 – Population Distribution by Age in Oxford

Age Groups	2001	2011	2016	2021	2026
0-19	23%	23%	24%	24%	25%
20-44	46%	47%	46%	44%	43%
45-64	18%	19%	19%	20%	20%
65 +	13%	11%	11%	12%	13%

Table 5 - Population growth in Oxford by Ward

Area	2011 Population Numbers	2011 Percentage Increase since 2001	2015 Percentage Increase since 2001	2026 Percentage Increase since 2001
<b>OXFORD</b>	<b>135,509</b>	<b>11%</b>	<b>15%</b>	<b>19%</b>
Barton and Sandhills	5,934	21%	29%	66%
Blackbird Leys	5,843	2%	5%	19%
Carfax (& Holywell)	8,931	12%	19%	25%
Churchill	6,131	15%	16%	20%
Cowley	5,507	6%	9%	11%
Cowley Marsh	4,947	23%	32%	33%
Headington	5,673	7%	10%	10%
Headington Hill and Northway	4,925	8%	14%	12%
Hinksey Park	5,888	11%	11%	10%
Iffley Fields	5,290	7%	7%	9%
Jericho and Osney	5,952	10%	16%	16%
Littlemore	5,697	12%	39%	39%
Lye Valley	6,208	9%	13%	14%
Marston	6,166	5%	9%	8%
North	5,492	12%	13%	12%
Northfield Brook	6,477	5%	5%	4%
Quarry and Risinghurst	6,028	12%	14%	19%
Rose Hill and Iffley	6,074	12%	20%	19%
St. Clement's	5,794	16%	18%	17%
St. Margaret's	4,670	18%	21%	20%
St. Mary's	5,085	10%	9%	9%
Summertown	7,108	8%	10%	9%
Wolvercote	5,689	6%	21%	28%

Source: Census 2011

3.19 The large numbers of students and young people ensure that the demand for rented accommodation remains high.

## Chapter 2

### 4. Review of the Private Rented Sector

*Summary:- This section of the Policy reviews the Council's regulatory work in relation to the Private Rented Sector and details recent regulatory changes affecting the sector.*

4.1 The teams currently responsible for regulating the PRS and for administering Housing Assistance are contained within the Environmental Health Service which forms part of Planning and Regulatory Services. The teams comprise, the Private Sector Safety Team, (PSST), the HMO Enforcement Team, (HMOE) and the Home Improvement Agency, (HIA). Adopting a positive and pioneering approach to securing the highest standards possible, the core function of the teams is to ensure that minimum standards are met and maintained. The work of the teams often goes beyond this, advising and intervening to help tenants, owner occupiers and landlords with a wide range of housing issues.

4.2 The budgets for the three teams for 2015/16 were as follows:

Table 6: Team budgets 2015/16

2015/16	HMO Licensing	Private Sector Safety	HIA
Employees	£545,859	£313,074	£53,095
Supplies etc.	£42,596	£4,000	£50,550
Support Services	£131,746	£73,043	£46,742
Income	£730,000	£35,500	£132,500
Total	-£9,799	£354,617	£17,887

4.3 The private sector makes a major contribution to the supply of housing in Oxford and the service seeks to develop a positive working relationship with all landlords who share the objective of providing good quality housing. Landlord forums have been regularly held to allow an active exchange of information on housing issues and minimum standards for landlords that rent to both families and who let their properties as HMOs. Landlord Accreditation was introduced in 2009 and has recently been reviewed. It includes training and education workshops for landlords and letting agents. The focus of the Service is on developing positive joint working to achieve the highest standards possible.

#### Inspection and Enforcement

4.4 The Council has a responsibility to deal with unsatisfactory housing and in particular has a duty to take action to deal with Category 1 hazards as defined by the Housing Act 2004. Nationally, conditions in the PRS tend to be less satisfactory than in owner occupied homes. It is for this reason that enforcement forms the core function of the Council, dealing with hazards using the HHSRS and with other associated housing problems using appropriate statutory powers.

4.5 Whilst the teams work hard to develop a professional and constructive relationship with responsible landlords, the need to ensure that all properties meet minimum standards is paramount. A firm but fair policy on enforcement in accordance with our published procedures is adopted with regular service of statutory notices in cases where informal action has proved ineffective or is inappropriate.

4.6 If there is a statutory charging mechanism the Council will seek to recover the full costs of providing its services wherever that is possible.



4.7 Charges are made for the serving of formal notices under the Housing Act 2004. If properties are rented in a condition that requires statutory intervention the City Council will endeavour to recover the costs incurred. Similarly the Council will adopt the highest penalties in Fixed Penalty Notice regimes.

## **Planning and the PRS**

4.8 An Article 4 Direction removing permitted development rights was introduced which came into effect on the 24<sup>th</sup> February 2012 across the City as there was a need to manage the balance of dwellings and high concentrations of shared houses. The Article 4 Direction introduced a local control - the need for planning permission to be granted for the change of use between a family dwelling house (C3) and a small HMO (C4).

4.9 The Article 4 Direction runs alongside the additional licensing scheme for HMOs and a planning policy was introduced in order that decisions could be made and a balance of housing, in terms of family and shared housing across the city could be maintained. The controls introduced by the Article 4 Direction (and planning policy to support it) are not linked to or dependent upon the HMO Licensing regime. As a result close working between the services is required to ensure a consistent approach is maintained.

4.10 The Private Sector Housing Policy recognises the importance of maintaining a balance of housing types within Oxford and supports the role of the planning to ensure that the balance of housing is maintained across the city through an appropriate planning policy.

4.11 Of importance for the policy will be the understanding of the PRS and market drivers in planning for its growth. Investment in the PRS in Oxford is market led, often moving to locations within the city where demand is high and schemes can be viably delivered.

4.12 Included as part of the Councils long term core planning strategy is the provision of other tenures in order to maintain a balanced housing supply over the long term to promote mixed communities.

## **The Energy Act 2011**

4.13 The Act introduces regulations for landlords which come into force in 2016 and 2018. Landlords are already required to provide an Energy Performance Certificate, (EPC) for their properties to new tenants and from April 2016, tenants will be able to request in writing energy efficiency improvements to their properties and landlords will not be able to refuse reasonable requests. From April 2018, properties will not be permitted to be let if their EPC energy rating score falls below the minimum threshold following an Energy Performance assessment (F and G).

4.14 The anticipated impact is a rise in demand in the service resulting from tenant's expectations to improve energy efficiency. It is for this purpose that the Environmental Health Service is working with the Energy & Natural Resources Team to target the lowest performing properties to ensure compliance and have started carrying out proactive visits where excess cold is likely to have a detrimental impact on health. This is an on-going project which will feed into other initiatives, for example the 2015/16, 'Better Housing Better Health' initiative. Cold damp homes will be addressed in two ways, firstly by reducing energy bills through improving the property's energy efficiency and secondly addressing health impacts by targeting the vulnerable for this energy efficiency work.

## **The Redress Schemes Order 2014**

4.15 The Order made it a legal requirement for all lettings agents and property managers in England to join a Government-approved redress scheme. Implemented on the 1 October 2014, it allows tenants and prospective tenants in the private rented sector to complain to an independent person about the service they have received. The intention of the legislation is that by making it easier for tenants to complain about bad service, this should prevent disputes from escalating. The Order is enforced by the Environmental Health Service and to date compliance has been very high as it is very easy for a letting or management agent to join a redress scheme.

## **The Deregulation Act 2015**

4.16 Introduced on the 1<sup>st</sup> October 2015, the effect of Section 33 of the Act is to provide six months' protection from eviction for a tenant occupying a dwelling under an assured short hold tenancy, where a relevant notice has been served by a local housing authority in relation to a dwelling. The purpose is to prevent retaliatory evictions in instances where a tenant has reported conditions of disrepair to the Local Authority. The Act initially covers new tenancies only, although from 1st October 2018 it will apply to all tenancies. The anticipated impact is a rise in the demand for tenancy relations advice and additional demand for intervention by the Environmental Health Service.

## **The Smoke and Carbon Monoxide Alarm (England) Regulations 2015**

4.17 With effect from the 1<sup>st</sup> October 2015, these regulations have for the first time made it an offence for landlords not to provide smoke and carbon monoxide alarms within their properties in prescribed locations. The requirement is to have at least one smoke alarm installed on every storey of a rented property and a carbon monoxide alarm in any room containing a solid fuel burning appliance (e.g. a coal fire, wood burning stove). After that, the landlord must make sure the alarms are in working order at the start of each new tenancy. The penalty for non-compliance is to issue a remedial notice requiring a landlord to fit and/or test the alarms within 28 days. If the landlord fails to comply with the notice, the Council can arrange for the alarms to be fitted and/or tested with the occupiers consent. Failure to comply can also incur a civil penalty charge on the landlord of up to £5,000.

4.18 It is anticipated that powers under Part 1 of the Housing Act 2004 will continue to take precedence to ensure adequate fire safety on the basis that remedial works can be carried out with more expediency.

## **Impact of the Immigration Act 2014**

4.19 Right to Rent was introduced under Part 3 of the Immigration Act 2014 as part of the government's reforms to build a fairer and more effective immigration system. The first phase was trialled in parts of the West Midlands, and will be applied nationally from February 1<sup>st</sup> 2016. UK Visas and Immigration are the enforcing authority. Under the new regulations, landlords will be required to check a potential tenant's 'Right to Rent' and those who fail to do so may face a penalty of up to £3,000 per tenant. The regulation will mean that private landlords, including those who sub-let or take in lodgers must check the right of prospective tenants to be in the country. The government has portrayed the issue of 'beds in sheds' as being about illegal immigration and tackling it has become part of wider government measure to clamp down on undocumented migrants as has the proposed Housing and Planning Bill.

## **Housing and Planning Act**

4.20 On publication of the Housing and Planning Bill the Government said it would kick-start a “national crusade to get 1 million homes built by 2020” and transform “generation rent into generation buy.” However, approximately a third of the Bill relates to new powers to deal with rogue landlords, indicating that controlling the worst parts of the PRS will remain a priority for the foreseeable future.

4.21 Parts 2 and 3 will give local authorities additional powers to tackle rogue landlords in the private rented sector. They will gain the ability to apply for banning orders against private landlords. A database of rogue landlords and agents will assist authorities in England in carrying out their enforcement work. There will be a strengthening of Rent Repayment Orders to allow tenants to claw back rent when they have had to endure poor conditions. Landlords will benefit from a clear process to secure repossession of properties abandoned by tenants.

4.22 Part 5 covers a range of measures including changes to the ‘fit and proper person’ test applied to landlords who let out licensable properties and allowing arrangements to be put in place to give authorities in England access to information held by approved Tenancy Deposit Schemes with a view to assisting with their private sector enforcement work. Financial penalties will be able to be imposed on landlords by local authorities for failing to licence HMOs rather than having to resort to prosecution.

4.23 At the time of making this policy the Act has recently received Royal Assent, but many of the powers require statutory instruments to be made before they come into effect. There are some welcome powers in the Act that will help local authorities tackle the worst part of the sector.

### **Technical Paper on Extending Mandatory HMO Licensing**

4.24 The government have issued a technical paper on extending HMO licensing. Whilst this will have little impact in Oxford, it indicates the government’s direction of travel and even contains an inferred criticism of those local authorities who have not used their discretionary powers to increase the regulation of the HMO market.

## Chapter 3

### 5. Priority 1 – HMO Licensing

*Summary:- This section sets out the key issues of HMO licensing and highlights the scale of the impact of HMO's in the City. It further details the key findings and actions that will help deliver a robust Additional Licensing scheme to ensure that it continues to secure improvements in this sector.*

#### Context

5.1 Regulating HMOs has been a priority for the Council since the mid 1980's and successions of initiatives have been implemented to improve conditions in the worst part of the stock in the City.

5.2 The primary driver for all of the work carried out by the Council is the protection of the health, safety and welfare of residents living in HMO's whether it is acting in an advisory role or regulatory role through enforcement. The outcome of this work is a healthier and safer environment in which people live.

#### Licensing of HMO's

5.3 When Mandatory Licensing of HMO's was introduced in April 2006, Oxford City Council implemented a rigorous approach to processing the requirements of the legislation. Mandatory licensing only applies to three storey HMOs which are occupied by five or more people.

5.4 The mandatory licensing process was used to upgrade each property to a decent standard with all licences being issued **after an inspection** of the HMO. This has enabled the Council to have a positive impact on conditions and management of higher risk HMOs and to regulate approximately 550 properties.

5.5 Where compliance has not been achieved then enforcement has taken place giving tenants and neighbours confidence that the Council are addressing any issues relating to mandatory HMOs.

#### Additional Licensing of HMO's

5.6 The majority of HMOs in Oxford are not three storey properties and following the introduction of mandatory licensing it became clear that the unlicensed HMO stock was generating far more problems than those HMOs that had been licensed. Despite a period of strong enforcement action it became clear that further powers were required to deal with the issues of poor management and to improve property conditions in all the HMOs in Oxford.

5.7 In 2010 the Council became the first Local Authority in England to designate the whole of its area for an Additional Licensing scheme. Phase 1 commenced on the 24<sup>th</sup> January 2011 and Phase 2 on the 30<sup>th</sup> January 2012. The scheme runs for a period of 5 years and the Council has reviewed and approved the renewal the scheme for a further 5 years to 2021.

5.8 The overall purpose of the licensing scheme is to: *'alleviate the housing situation by setting and maintaining minimum standards across the city in the most vulnerable sector of Oxford's private rental market'*.

5.9 The scheme makes a major contribution to the Council's corporate priority of Meeting Housing Need.

### **Key Successes of the Licensing Scheme**

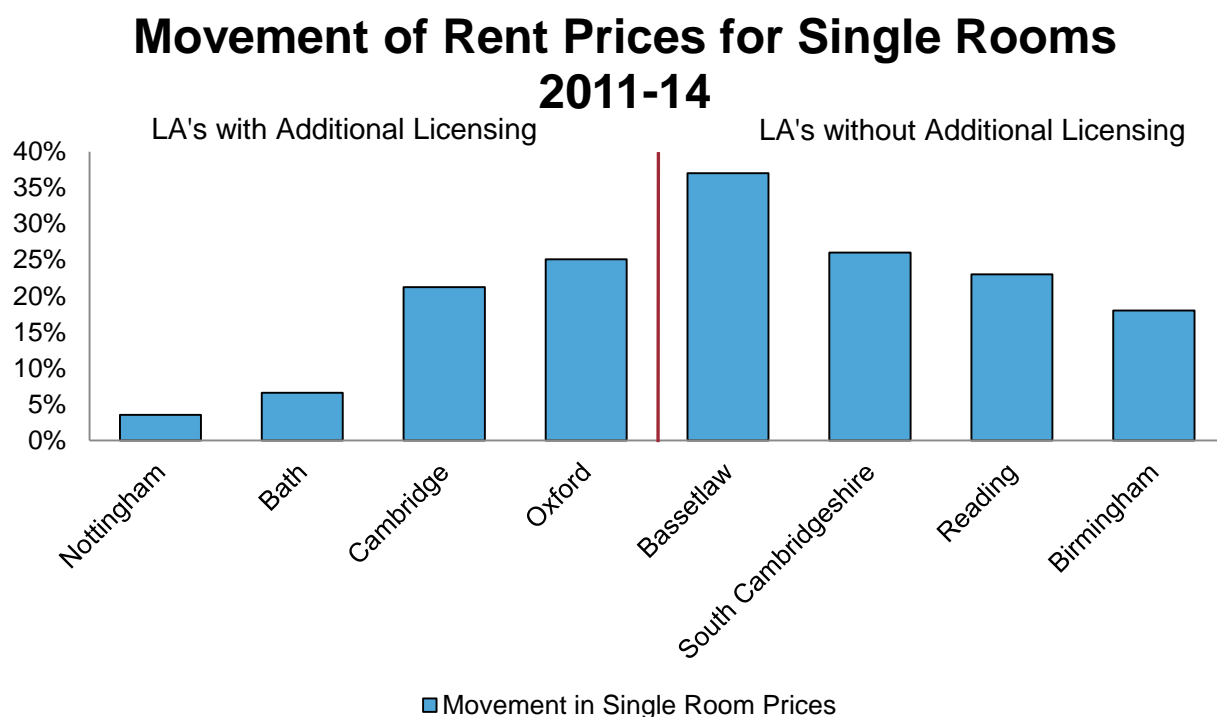
5.10 Since the introduction of the Additional Licensing scheme in 2011 the City Council has delivered a number of key outcomes that have contributed toward the success of additional licensing.

- The Council has issued licences for some 3,440 HMO's and has received in total around 7,000 applications for new and renewed licences up to the end of September 2014
- Over 90% of the licences issued required additional works to be carried out to improve property conditions and this resulted in an estimated £3.2m being invested in the worst housing stock in the City.
- On average 80% of applicants had to be reminded to submit a licence application
- The Council responded to 2,754 service requests relating to issues about conditions in HMO's
- A total of 19,746 visits have been carried out to HMO's
- Overall 80,339 mandatory and discretionary conditions have been attached to all licences
- Around 49,000 discretionary conditions have been required on licences to deal with a lack of acceptable minimum standards and management. 12,600 related to Fire safety, 35,000 to Health and Safety, and 1,600 to amenities and facilities
- During 2013-14 approx. 34% of works to comply with licence conditions had been completed at the time of a re-inspection
- 14% of renewal applications received had conditions outstanding.
- 43 successful prosecutions and 39 cautions issued and accepted by landlords and agents operating HMO's in breach of the regulations. The fit and proper person test required before a licence will be issued means that landlords who have been prosecuted or received a caution cannot hold a licence
- 5 Interim Management Orders have been made by the Council where the management of HMO's was so severe it was having a serious impact on the health, safety and welfare of the occupants
- 1 Rent Repayment Order was made requiring a landlord to repay £5648.60 of housing benefit for renting out an unlicensed HMO
- Average court fine during 2011 - 2014 equates to approx. £3,366
- Highest combined fine being £16,500 for failing to licence a HMO and breaches of the Management Regulations with highest separate court fines being £7,500 for operating an HMO without a licence and £10,000 for breaches of the Management Regulations
- Total fines and costs to date equal £220,248

5.11 One of the concerns regarding the introduction of additional licensing was that rental prices would rise as a result. Rental values in Oxford have increased, on average by 11% between 2011 and 2014 compared to 7% in England. According to the Valuation Office Agency the average weekly rent for a property in Oxford was £294.25.

5.12 The figure below shows a comparison of the movement of rental values for single rooms and compares rental increases in areas which had licensing schemes and those which did not have licensing schemes.

Figure 13 – Comparison of Rents in Areas with and without Licensing



Source – Valuation Office Agency

5.13 The supply of housing in Oxford is driven by the situation where demand is high and availability is low and these pressures on housing provision are inevitably going to result in high rental values, so it is no surprise that increases have occurred. However, there is no evidence to suggest that licensing by itself increases rent, more likely that the undersupply in property in Oxford has driven up rents as a market force.

5.14 There has been a positive impact on the reduction in the number of complaints and other service requests received since the introduction of the scheme:

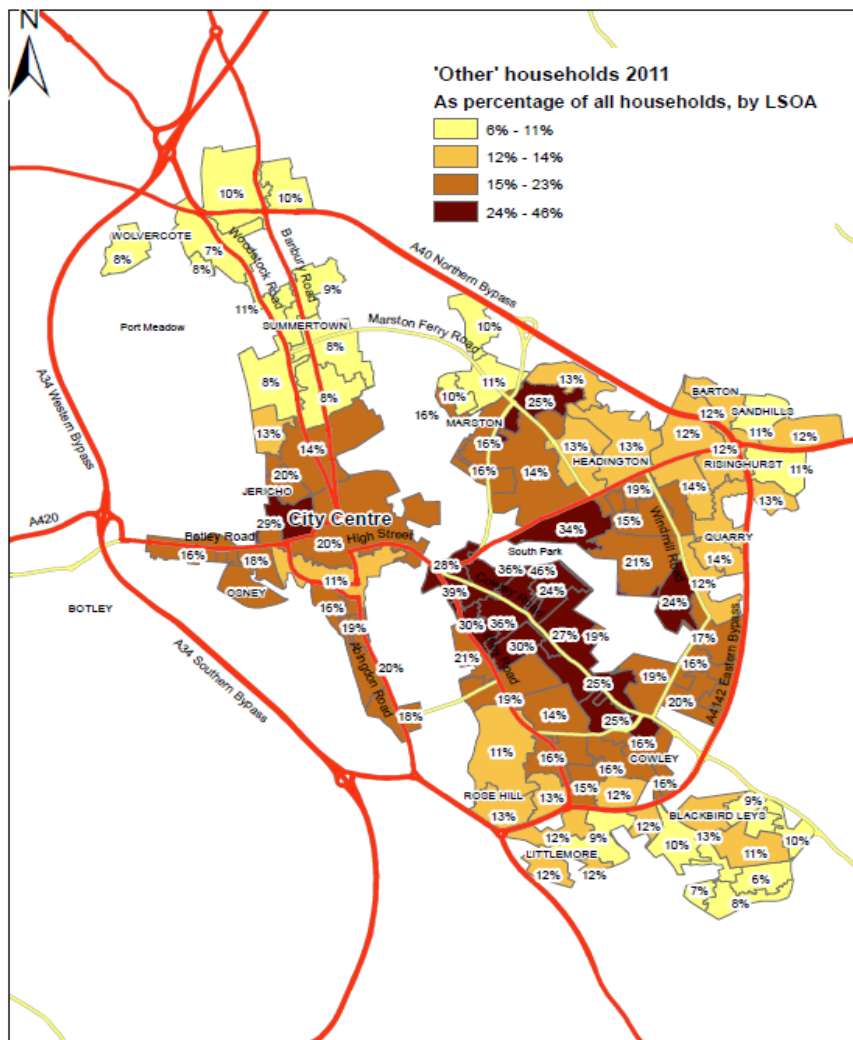
Table 7 – Service request statistics

	July 2008 to Jan 2011	Jan 2011 to July 2013	July 2013 to Jan 2015	Change from July 2008 to Jan 2011	Change from Jul 2013 to Jan 2015
<b>Tenancy Issues</b>	1152	1221	811	Up 6%	Down 34%
<b>Noisy parties</b>	600	256	552	Down 57%	Up 54%
<b>Rubbish</b>	4822	1641	1518	Down 66%	Down 7%
<b>Poor conditions</b>	2332	1459	674	Down 37%	Down 54%

5.15 In the House Condition Survey of 2005 the number of HMOs in Oxford was estimated to be 5,069. However, the report found that 22.5% of HMOs were not in the PRS and the estimate also included a substantial number (19.5%) of poorly converted self-contained flats. This is why the initial target for Additional Licensing was set at licensing 3,544 HMOs by January 2017.

5.16 There has been no officially calculated estimate of HMOs since 2005 and so the most reliable source of data is the 2011 Census. Whilst the Census did not specifically identify HMOs it did provide a range of household composition types from which it is possible to estimate the number of HMOs. The occupation type “Other” most closely matches an HMO, of which there are 5,240 in the PRS.

Figure 14 – Other households (HMO’s) in 2011



5.17 One of main challenges of HMO licensing has been persuading landlords to apply for licences. Most forms of licensing such as taxis and alcohol are highly visible to consumers, there is a clear economic incentive for the licence holder to be licensed and it is rare for operators to start a business without first obtaining the necessary permissions. This is not the case for HMO licensing where the majority of applications are made for HMOs that are already in existence and at the lower end of the market in particular, the consumers, i.e. tenants, have little choice and are often not in a position to demand improvements to their homes. Many of the landlords who wish to avoid licensing do so not just because they do not want to pay the fees and the costs of improving their property, but also because they do not want their investments and income to become known by the authorities.

5.18 A substantial number of enforcement cases have been taken against landlords who have failed to licence their HMOs and the legislation now provides for an unlimited fine to be imposed in the event of a successful prosecution.

5.19 The service will continue to vigorously pursue unlicensed HMOs and take enforcement action whenever appropriate and the following corporate targets have been set for licensing HMOs in Oxford based on the estimated total of 5,240:

Table 8 – HMO Licensing targets

	2016/17	2017/18	2018/19
Percentage of HMOs licensed	70%	75%	80%

5.20 To help target potentially licensable HMOs the service will continue to use a combination of intelligence and investigation. Links with residents associations will continue to be developed and information from other council services such as the Community Response Team will be used. We will analyse and cross match the following datasets to help identify potential HMOs:

- Electoral roll
- Council tax
- Uniform database

5.21 Many tenants are reluctant to engage with the Council for a variety of reasons and so reaching out to tenants is an essential function that the Council carries out. The HMO Enforcement Team's Tenancy Relations Officer provides advice and information for both tenants and landlords, holds a surgery once a week and attends a drop-in advisory service for refugees and asylum seekers every other week. Proactive visits are also made to licensed HMOs to provide advice to tenants. The Tenancy Relations Officer also prevents homelessness and takes enforcement action in cases of harassment or illegal eviction.

### Key Objectives

5.22 To address the issues highlighted in this chapter, the following key objectives have been identified to help achieve the purposes of the Additional HMO Licensing scheme.

5.23 There have been significant improvements to the Oxford HMO housing stock as a result of the Additional Licensing Scheme for HMO's within the City and the renewal of the Scheme was a corporate objective to meet housing need.

5.24 The current Oxford City Landlords Accreditation Scheme, (OCLAS) will be reviewed. The reasons for the review are to ensure that the City Council can engage in a non-enforcement capacity with landlords in an effort to better equip them to manage their houses and to engender higher standards across the Private Rented Sector (PRS).

5.25 We will continue to focus enforcement on unlicensed HMOs in the city to raise the proportion of qualifying properties that are licensed in accordance with corporate targets.

Full details of actions to achieve this priority are contained in Appendix 1.

Objective	Action	By when
Prevent homelessness/illegal eviction/harassment of tenants across all tenures of the PRS	Partnership/interagency working with Shelter, Citizens Advice Bureau, (CAB), Home choice, Housing Options. Provide advice & education to landlords & tenants. Carry out a consultation exercise to establish the best methods of providing	October 2016



	information and advice to tenants and implement the resulting Action Plan.	
Review of the Oxford City Landlords Accreditation Scheme, (OCLAS) and 150 landlords/agents accredited	A more robust accreditation scheme to provide training/CPD to agents/landlords to drive up standards in a non-enforcement capacity	October 2016
Gain a better understanding of the true extent of the numbers of HMO's that exist within the city to allow for more focused targeting for licensing purposes.	Use existing databases more effectively and identify additional sources of information that can be used to indicate suspected unlicensed HMOs	October 2016
Improve energy efficiency and reduce carbon emissions in HMO's in Oxford and address fuel poverty.  Carry out enforcement against private rented properties with no Energy performance Certificate (EPC)	To secure authorisation from the County Council to enforce the provisions of the statutory requirement for landlords to have their properties assessed.	September 2018
Achieve corporate target for percentage of HMOs licensed	Continue to licence HMOs and ensure focus is on identifying unlicensed HMOs	March 2019

## Chapter 4

### 6. Priority 2 – Regulation and Improvement of Dwellings Occupied by Families or Single Occupants

*Summary:- This section highlights the impact of single family dwellings in the City. It details the evidence on the case of further regulation of the private rented sector with Selective Licensing and the actions that can be implemented to help deliver a robust mechanism to ensure that it continues to secure improvements in this sector.*

#### Context

6.1 Poor housing is defined as housing which fails to meet the statutory minimum standard for housing in England, as assessed by the Housing Health and Safety Rating Scheme.

6.2 The 2014 Building Research Establishment Stock Modelling House Condition Survey of Oxford that used data provided by the Council, indicates that the private rented sector stock has significantly higher levels of disrepair when compared to the owner occupied and social sectors:

Table 9 – Modelled data on condition of stock in Oxford

Tenure	Dwellings	HHRs Category 1 Hazards			Disrepair	Fuel Poverty	Low Income Households	Simple SAP Score
		All Hazards	Excess Cold	Fall Hazards				
Owner Occupied	27,144	5,387 (20%)	1,108 (4%)	4,173 (15%)	892 (3%)	2,769 (10%)	4,531 (17%)	54
Private Rented	25,560	3,817 (15%)	1,645 (6%)	1,806 (7%)	3,215 (13%)	3,047 (12%)	6,822 (27%)	54
Social	10,048	660 (7%)	240 (2%)	255 (3%)	244 (2%)	956 (10%)	6,024 (60%)	59

#### Current approach

6.3 Prior to April 2013, the Environmental Health Service only provided a reactive service to deal with service requests regarding disrepair; a property visit would only focus on the issue raised by the tenant. Since then, a more proactive approach has been implemented and a service request now results in a whole house inspection. Rogue landlords and their portfolios are also targeted when they are identified, for example developing illegal subdivisions to avoid HMO licensing. The target increased to proactively inspect and improve 220 properties in 2014/15 to 250 properties in 2015/16.

6.4 The impact of the transformation in approach can be seen in the dramatic change in levels of enforcement action taken by the service of statutory notices:

Table 10 – Summary of enforcement notices for single occupied dwellings

Type of service	Year	Number of notices served
Reactive	2011/2012	8
Reactive	2012/2013	8
Proactive	2013/2014	94
Proactive/reactive	2014/2015	175
Proactive/reactive	2015/2016 to date (Nov15)	219

6.5 To date the compliance rate where notices have been served has been one hundred per cent; however as the number of notices served increases, the likelihood for appeals and non-compliance grows. There are grounds therefore for considering the best way of financing the carrying out works in default, (WID), should landlords fail to comply with a statutory notice. The costs of WID is recoverable, although these could amount to thousands of pounds and the recovery may only occur when a property is sold.

## **Improving the PRS**

6.6 Despite the increased level of enforcement activity within the sector, there is continued evidence that in the absence of a licensing scheme for properties not let as HMOs, landlords are able to operate within the city on a less controlled basis, and that poor conditions continue to prevail at many properties where there is single family occupation.

6.7 At present there is no barrier to prevent landlords from continuing to operate in the non-HMO sector with the most significant disparity being that landlords of licensed HMOs are subject to the 'fit a proper' person test, whereas there is nothing to prevent a landlord who fails this test for HMO licensing, continuing to rent a family dwelling even if they are prosecuted for offences under the Housing Act 2004.

6.8 Selective Licensing would introduce these controls as it would introduce the requirement for every property in the PRS to be licensed and not just HMOs. This would prevent rogue landlords from operating where the scheme applied and require property improvements to be made. The process for introducing a Selective Licensing Scheme is virtually identical to that for introducing Additional Licensing for HMOs. The Council would have to identify the factors affecting the area, consider the best options and be satisfied that the introduction of a Selective Licensing Scheme would provide the best solution. There would also be a minimum of a 10 week period of consultation.

6.9 A selective licensing designation may be made if the area to which it relates satisfies one or more of the following conditions. The area is one experiencing:

- low housing demand (or is likely to become such an area);
- a significant and persistent problem caused by anti-social behaviour;
- poor property conditions;
- high levels of migration;
- high level of deprivation;
- high levels of crime.

6.10 In considering whether to designate an area for selective licensing on the grounds above on property conditions, migration, deprivation and crime a local authority may only make a designation if the area has a high proportion of property in the private rented sector. Nationally the private rented sector currently makes up 19% of the total housing stock in England. The actual number of privately rented properties in a given area may be more or less than this, and if it is more than 19%, the area can be considered as having a high proportion of privately rented properties.

6.11 There are only three wards in the City where the percentage of properties in the PRS is below the national average of 19%. Those three wards contain high percentages of social housing:

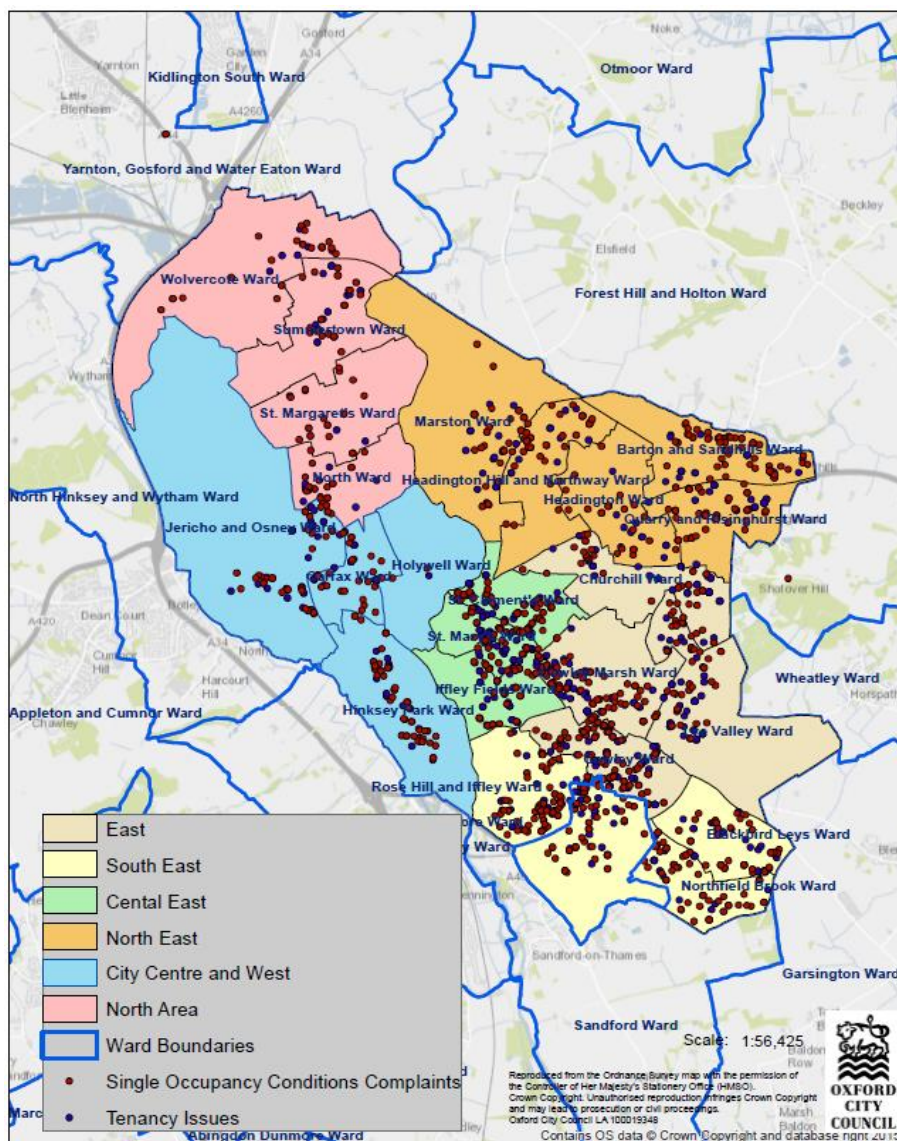
Table 11 – Percentage of dwellings in the PRS by ward in Oxford

Ward	%	Ward	%
Barton and Sandhills	20%	Littlemore	20%
Blackbird Leys	10%	Lye Valley	28%
Carfax	56%	Marston	22%
Cowley	25%	North	42%
Churchill	26%	Northfield Brook	12%
Cowley Marsh	37%	Quarry and Risinghurst	24%
Headington	32%	Rose Hill and Iffley	16%
Headington Hill and Northway	26%	St Clement's	45%
Hinksey Park	34%	St Maragret's	33%
Holywell	51%	St Mary's	55%
Iffley Fields	62%	Summertown	19%
Jericho and Osney	47%	Wolvercote	19%

Source: Census 2011

6.12 The data indicates that the wards with the lowest percentage of properties in the PRS still experience as many problems with poor property conditions as other wards:

Figure 15 – Service requests from PRS tenants



Source: Uniform database

6.13 However, the introduction of a Selective Licensing Scheme is not straightforward and a citywide intervention has been made even more difficult by the changes to the designations contained in the General Consent that came into effect on 1<sup>st</sup> April 2015. Prior to the change local authorities could designate the whole of their area for Selective Licensing, but now only 20% of the area or the PRS can be licensed without requiring permission from the government.

6.14 If it is not possible to secure approval for a citywide scheme then an option would be to introduce a scheme in the area of the City with the worst housing conditions and highest levels of anti-social behaviour caused by a lack of management.

### **Mobile home parks**

6.15 Mobile Home sites are licensable under the Caravan Sites and Control of Development Act 1960. The Mobile Homes Act 2013 amended the Caravan Sites and Control of Development Act 1960 to bring in greater protection to home owners and introduce more effective enforcement options for local authorities.

6.16 There are three mobile home sites in Oxford, two of which are licensable sites under the Act, both of which are exclusively residential sites.

6.17 Section 10A (2) of the Mobile Homes Act 2013 states that a local authority must prepare and publish a fees policy, which is set out below.

6.18 Oxford City Council will charge an application fee for a new licence and will charge for applications to transfer or alter the licence. The Council will also charge a set fee for assessing the park owner's consultation process, depositing, varying and deleting site rules.

6.19 The Council will charge an annual licence fee based upon the number of homes on the site and a risk rating. The fee will take into account the size of site, the level of compliance on site and the confidence in management. This means that a site which is historically more problematic than another site and therefore requires more officer involvement and more monitoring, would pay a higher licence fee than a well-managed site that requires very little local authority involvement. The banding is as follows:-

- Up to 10 units (Risk Category A-D)
- 11 to 51 units (Risk Category A-D)
- 51 units and over (Risk Category A-D)

6.20 The Risk Category will take the following into account:

- Valid Service Requests received annually from residents and members of the public
- Contraventions of licence conditions and model standards
- Satisfactory certificates for fire safety, gas and electric are available
- Confidence in Management, including concerns raised by other regulators

6.21 The fees shall be set at a level that will recover the full costs of the Council in administering the licence and officer time incurred in carrying out inspections and preparing any subsequent reports or relevant paperwork. Fees will be reviewed annually and will be available on the Council's website.

6.22 Single owner occupied mobile homes are exempted under the legislation and where a single residential mobile home is occupied under an agreement to which the Mobile Homes Act 1983 applies, no licence fee or annual inspection fee will be charged.

6.23 Any surplus in fees collected will be set against future licence fees and deficits will be recovered in a similar manner.

### **Empty properties**

6.24 Empty properties are often the cause of nuisance to neighbouring properties and to the wider community. They are often associated with increased levels of anti-social behaviour, vandalism, squatting, vermin infestations and can often become frequented by drug dealers and be associated with other illegal activities. This can be exacerbated where an empty property has been unoccupied for more than six months. Historically, in conjunction with Empty Property Officer, the Environmental Health Service have been involved with several notable interventions and the long term objective is that this positive joint working initiative will continue.

### **Hoarding and dilapidated properties**

6.25 These are properties often occupied by vulnerable persons, sometimes with mental health issues or elderly people struggling to cope. There has been an increased awareness of the issue brought about by publicity and media exposure and a corresponding rise in the number of reports from neighbours and health visitors regarding issues of disrepair, lack of hygiene or accumulations within properties. While these properties are usually owner occupied, the Council has powers under legislation to take action where the situation is likely to cause harm or ill health to the occupier or where there is a wider health issue or where statutory nuisance may exist.

6.26 The cases that come to light are prioritised and referred to other agencies as necessary, particularly when there are safeguarding issues. Known cases are kept under review.

6.27 Enforcement action will be taken when necessary to protect public health, but the Council will primarily seek to provide signposting to assistance and engage with the relevant agencies to help them deal with any underlying issues.

### **Health and Housing**

6.28 The link between poor housing and poor health has long been recognised, however it is only recently that it has been made possible to estimate the cost to society of poor housing. In April 2015, the Environmental Health Service subscribed to the Building Research Establishment's Housing Health Cost Calculator, (HHCC). This was developed to measure the quantitative health impact of work undertaken to reduce or mitigate hazards under the HHSRS and to measure the cost saving to the National Health Service, (NHS) and to society. The Environmental Health Service uses the HHCC to measure the cost saving to the NHS as a result of the work being carried out by the service to reduce or mitigate hazards by landlords of single occupied dwellings in Oxford.

6.29 As the NHS is looking to transform how it delivers services in the future there has been a greater focus on commissioning services that prevent ill health and disease and there is an opportunity that is worth exploring to seek funding for our innovative work in the PRS. The HHCC provides information on the value of the interventions being carried

out by the Council in the PRS and allows the savings to the NHS to be authoritatively demonstrated.

## Key Objectives

6.30 To address the issues highlighted in this chapter, the following key objectives have been identified to help achieve the priority of progressive regulation and improvement of dwellings occupied by families or single occupants.

6.31 There have been some improvements to this sector in Oxford as a result of the rigorous inspection regime and although not a corporate objective, it is a key objective in meeting housing need. Selective Licensing in Oxford however would be a significant undertaking by the Council, and would provide a mechanism to secure the continued improvement of all of the non-HMO stock in the City.

6.32 Proactive inspections of the worst performing properties are to continue to be carried out and whilst the inspection process will incorporate a full 'whole house' HHSRS inspection, the main thrust will be to ensure that minimum energy efficiency standards are met throughout the sector by targeting properties with an EPC rating of F or G.

6.33 Renewing the Council's subscription to the HHCC and to measure cost savings to the NHS and society to enable the Council to seek additional sources of funding.

6.34 Seek additional budget to secure moneys for works carried out at the default of the owner/manager, with recovery of all costs including any technical and administration charges.

6.35 Bringing long-term empty homes back into use is essential, to help meet the high demand for housing and to deal with the impact that they can have on local communities. The service shall continue, where appropriate, to use enforcement action to reduce negative impacts on neighbourhoods and assist with bringing empty properties back into use.

Full details of actions to achieve this priority are contained in Appendix 1.

Objective	Action	By when
Continue to proactively target rogue landlords operating in the PRS	Remove all category 1 hazards from 250 properties per year	2016 – 2019
Improve energy efficiency and reduce carbon emissions in homes in Oxford and address fuel poverty for single household families.	Working with other stake holders, continue the rollout of targeting 100 low EPC scoring properties, (F & G) to improve energy efficiency in the PRS & reduce fuel poverty	October 2016 & continuous through to 2019
Significantly improve management and property conditions and reduce ASB in the PRS	Assess the evidence, identify the best option and subject to legal advice and DCLG approval if necessary, commence the introduction of a Selective Licensing Scheme for PRS single occupied dwellings.	January 2017

<p>To ensure non-compliance with improvement notices can be successfully remedied</p>	<p>Seek an approval mechanism for WID</p>	<p>March 2017</p>
<p>Measure cost savings to the NHS and society with the HHCC and seek additional funding from NHS.</p>	<p>Officers to cost each HHSRS completion to calculate costs of improvement work and to determine cost savings</p>	<p>April 2017</p>
<p>Carry out enforcement against private rented properties with no Energy performance Certificate (EPC)</p>	<p>To secure authorisation from the County Council to enforce the provisions of the statutory requirement for landlords to have their properties assessed.</p>	<p>September 2018</p>



## Chapter 5

### 7. Priority 3 – Unlawful Dwellings

*Summary:- This section highlights the impact that unlawful dwellings have on the City. It further details the evidence on the case that continued regulation to secure improvements is required.*

#### Context

7.1 Nationally the phenomenon of 'beds in sheds' have been well reported and have regularly featured in media reports, particularly in major conurbations in the south east of England. They are essentially converted garages, or out-buildings, which often lack adequate heating and insulation, sanitation and other necessary facilities, but may be capable of being occupied on a self-contained basis. In some instances they are attached to, or are integral to, the main structure.

7.2 Given the pressures on housing provision and high rental values in Oxford, it is no surprise that instances of such developments have been reported in the city.

7.3 The Council financed an Unlawful Development project from April 2013 to March 2015 with a budget of £150k and successfully bid for match funding from the governments Rogue Landlord Programme, giving a total of £300k and the additional funding became available in January 2014 and also ran until March 2015. The purpose of the project was to:

- provide some certainty on the scale of the problem in Oxford
- take enforcement action to act as a deterrent to unscrupulous developers and
- demonstrate to residents that the Council will take action against unlawful developments to prevent the proliferation of poor quality properties in Oxford

7.4 The project was highly innovative and involved flying a plane across the city and providing thermal images to identify suspected unlawful developments.

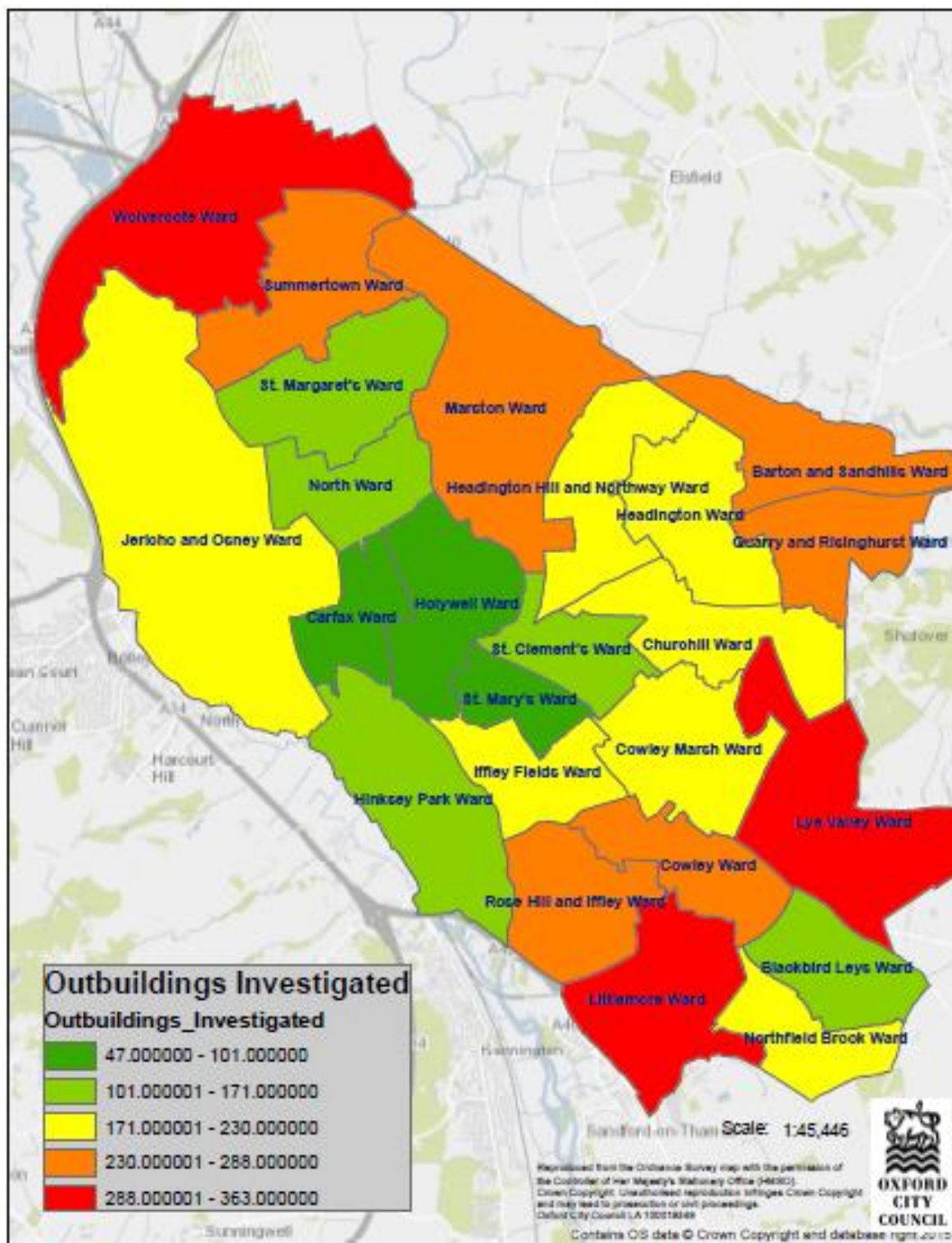
Table 12 – Action by Unlawful dwellings Team to Date

Actions taken	Quantity
Properties identified with a heat profile and of a size to have potential for residential use	2761
Number investigated and identified using desk top data	2117
Properties requiring on-site investigation	1625
Premises visited	934
Where access gained to property	646
Cases where statutory action taken	128
HMO's where variations issued to the license	42

7.5 Enforcement action was therefore taken at 14% of the premises visited by officers and it is estimated that there are approximately 300 “beds and sheds” in Oxford.

7.6 Following the end of the project the Council provided additional funding of £60k for the scheme to continue operating at a reduced level until the end of 2015/16. The challenge for the Council is to continue to deal with existing unlawful developments whilst providing an effective deterrent to developers, landlords and individuals who are prepared to create more such developments.

Figure 16 – Numbers of unlawful developments in Oxford



Source: Oxford City Council Thermal imaging data

## **Key Objectives**

7.7 To address the issues highlighted in this chapter, the following key objectives have been identified to help achieve the priority of regulating unlawful dwellings.

7.8 The joint initiative with Planning Enforcement and other stakeholders to regulate and take appropriate action on unauthorised structures will continue, however the function will be absorbed into and led by teams in the Environmental Health Service. Despite the reduction in resources an active approach to enforcement action will continue to be taken to act as a deterrent which is reflected in the proposed target.

Full details of actions to achieve this priority are contained in Appendix 1.

<b>Objective</b>	<b>Action</b>	<b>By when</b>
Ensure unlawful structures are dealt with using planning/building control and housing legislation.	Following due process serve 10 notices under the Town & Country Planning Act  Following due process serve 10 Prohibition Orders under the Housing Act 2004  Ensure successful enforcement action is publicised	March 2018
Continue working with external agencies HMRC and UK Border Agency when required	Carrying out joint visits and sharing information.	September 2017

## Chapter 6

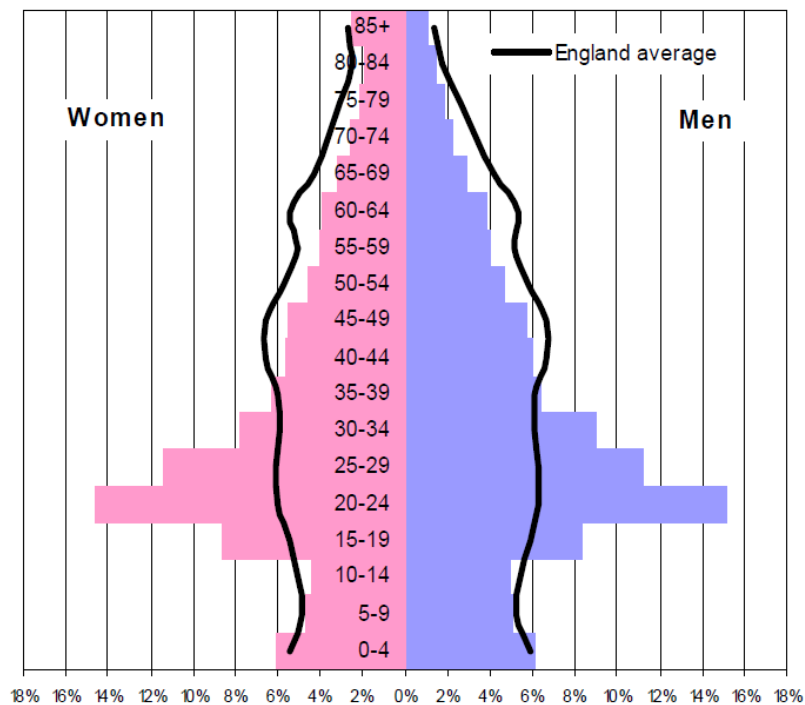
### 8. Priority 4 – Housing Assistance

*Summary:- This section highlights the work to improve vulnerable householders within the City. It further details the actions that will help deliver a robust scheme to ensure that it continues to secure improvements in this sector.*

#### Context

8.1 Whilst Oxford has the youngest median age - 29.9 years - of any place in England and Wales, Oxford has less elderly residents than the English average.

Figure 17 – Oxford and UK population by gender and age, 2011 Census



Source: 2011 Census, Office for National Statistics

8.2 However, across Oxfordshire it is anticipated that the elderly population will increase significantly and therefore the demand for assistance and social care will also rise:

Table 13 – Growth in elderly population in Oxfordshire

	2006 (000's)	2011 (000's)	2016 (000's)	2021 (000's)	2026 (000's)	2031 (000's)	2006 to 2031 Variance	
Age 50+	200.5	214.9	232.2	249.7	260.6	269.9	69.4	+35%
Age 80+	27.1	30.3	34.1	39.2	47.0	57.0	29.9	+110%
All Ages	632.0	659.8	684.6	709.6	734.7	758.0	126.0	+20%

Source ONS 2006 based sub-national population projections

8.3 According to the Office for National Statistics the number of people living in Oxford aged over 80 increased by 24% from 4,500 to 5,600 between 1988 and 2008 and this is forecast to rise to 6,600 by 2028.

8.4 This increase in an elderly population will inevitably mean a rise in demand in the social care and assistance needed to enable people to remain in their homes and maintain their health and wellbeing.

### **The Home Improvement Agency**

8.5 The Oxford Home Improvement Agency, (HIA) is a service which offers invaluable support to the most vulnerable residents within Oxford. The HIA receives funding from Oxfordshire County Council as it delivers services that are fundamentally linked to the County Council's Social and Adult Care responsibilities.

8.6 The purpose is to help occupiers remain safe, secure, independent and warm in their own homes. The agency service is available to people aged 60 and over, or persons on a low income, suffering from a long term health condition or a disability and who are vulnerable and need help repairing, maintaining or adapting their home. It is not always easy for older and disabled people to repair or adapt their home. This can be for many reasons including cost, the stress involved in organising work and the fear of unsatisfactory builders.

### **Disabled Facilities Grants, (DFG)**

8.7 The Council is under a legal duty to provide DFGs. Disabled children are not means tested, but all eligible adults are means tested; with the current maximum grant for all DFGs being £30,000. A DFG provides essential adaptations to the property that are reasonable and practicable to help eligible disabled people live in their home. Where adaptations are necessary, a DFG offers help with the cost of providing these to the home, making it easier for the disabled person to continue living there. A DFG covers adaptations such as stair lifts, ramped access, level/low access shower or the installation of a ground floor bathroom. The HIA works closely with the County Council's Occupational Therapists to provide the best solutions for all the cases that are referred to the Council.

### **Relocation Grants**

8.8 This is a grant to enable disabled residents to alternative accommodation when it is not reasonable or practicable to adapt their existing home. The maximum grant available is £15,000, to assist with costs such as removal expenses, solicitor's fees, estate agents fees and stamp duty. The grant is payable on completion of the move.

### **Small Repairs Service**

8.9 The City Council undertake a small repairs service available to owner/occupiers and tenants who are aged 60 and over, suffering from a long term health condition and who are disabled. This service covers small plumbing, electrical and basic house hold repairs. The labour charge is currently £19 inclusive of VAT plus the cost of any materials used. As well as helping people to live independently, the repairs service can also play an important role in enabling patients to be discharged more speedily from hospital.

## Flexible Home Improvement Loans

8.10 This is a Government supported loan run by a Company formed by a consortium of 16 local authorities, including the Council. The aim is to assist clients in releasing some of the equity in their property to enable home improvements to be carried out. The loan scheme is for owner/occupiers aged 60 and over and designed to help with work to improve the comfort, safety, security and repairs to their home.

8.11 The funding levels for Flexible Home Improvement Loans are released quarterly by the Loan Company and to date the Council has been able to successfully spend all its allocation.

## Essential Repair Grants (ERG)

8.12 The Council has a discretionary capital budget of £50,000 for home improvement grants. The ERG is a means tested grant, to help owner occupiers on low incomes carry out essential repairs to their homes to the maximum value of £5,000. This is to ensure that minimum health & safety standards are met and that fuel poverty, health, and environmental issues are properly addressed. Where repair work is necessary, an ERG can help with the costs of providing these repairs, to making it easier for the owner-occupier to continue living in their own homes. If the home owner sells their home within 10 years of receiving the ERG the whole of the grant is repaid.

Figure 18 – Yearly referrals for Disabled Facilities Grants & Small Repairs (15/16 at Q3)

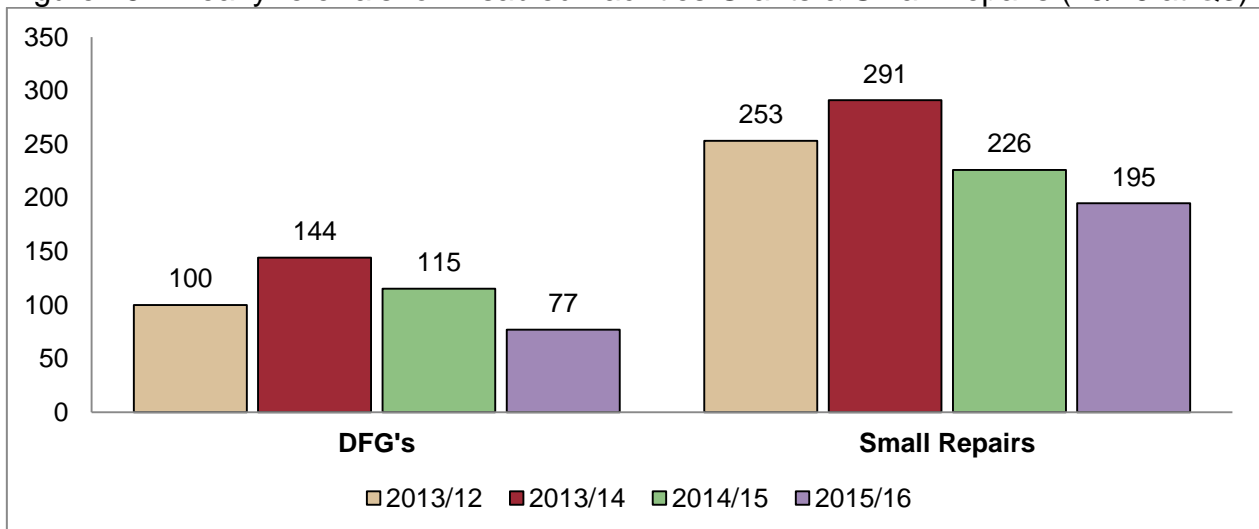
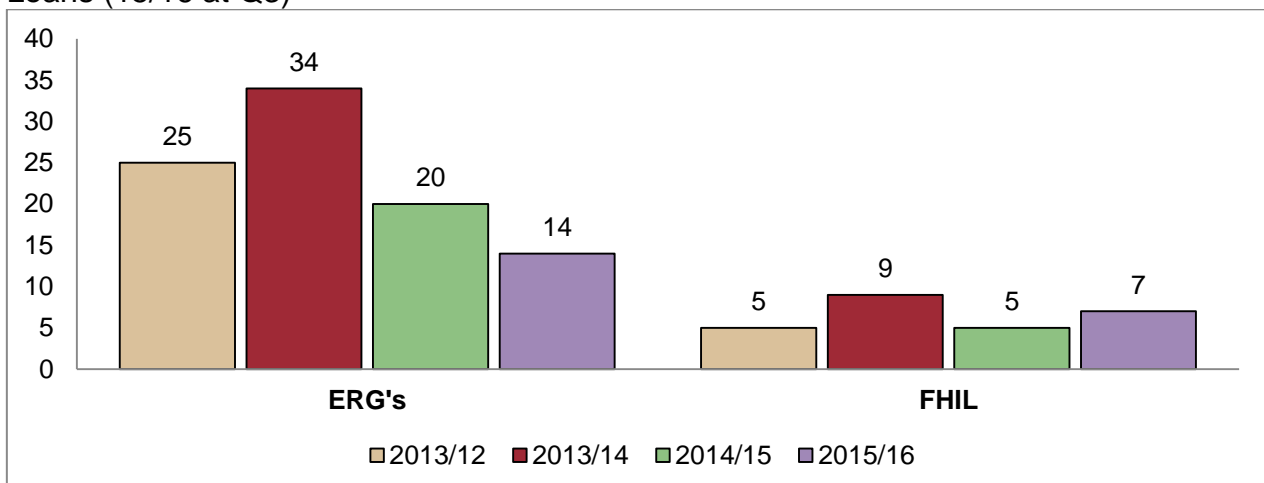


Figure 19 – Yearly referrals for Essential Repair Grants & Flexible Home Improvement Loans (15/16 at Q3)



## Winter Warmth Grants

8.13 In previous years, the Council has brought in additional funding for key energy efficiency works such as new gas condensing boilers and insulation for vulnerable private sector tenants. This has been led by the Environmental Sustainability Service which has been extremely successful in bidding for funding and attracting investment.

8.14 The HIA acts as a delivery mechanism for the funding as it is already set up to administer grants and members of the public and businesses can be assured of an efficient, effective and accountable service.

8.15 So far, for 2015/16, £20,000 has been invested by the City Council which at December 2015 had brought in an additional funding of £6,000. These grants are administered by the HIA. As a key way of meeting fuel needs of vulnerable tenants, it is our intention to continue this work whenever funding permits.

### Key Objectives

8.16 To address the issues highlighted in this chapter, the following key objectives have been identified to help achieve the priority of providing housing assistance.

8.17 There continues to be a high volume of referrals for DFG's so it is vital that there is continued assistance for people with disabilities or older people who are deemed vulnerable to adapt or repair their homes. Ensuring 100% of the budget is spent and that it offers value for money is key to achieving this objective.

8.18 Delivering the Flexible Home Improvement Loans, allocating all our budget and using other Council's unspent allocations where possible.

8.19 Seeking funding opportunities to help reduce fuel poverty and working with the Environmental Sustainability Service to deliver assistance.

Full details of actions to achieve this priority are contained in Appendix 1.

Objective	Action	By when
Ensure 100% of the DFG budget is spent	Continued promotion of Home Improvement Agency services to reach vulnerable groups.	2016 – 2019
Provide an excellent HIA Service	<p>Ensure 70 people are helped by the Home from Hospital scheme.</p> <p>Complete 80 Repairs &amp; Improvements and Major Adaptations jobs</p> <p>Process 100 new referrals for Repairs &amp; Improvements and Major Adaptations</p> <p>Complete 350 Minor Adaptations and Handyperson &amp; Maintenance Services jobs</p> <p>Achieve overall customer satisfaction of</p>	2016 – 2019

	HIA services of 95%	
Reduce fuel poverty for vulnerable residents. Secure funding for fuel poverty works	Work with internal and external partners to relieve fuel poverty by addressing the energy efficiency of buildings and targeting vulnerable residents with related health issues	2016 – 2019
Promote the Flexible Home Improvement Loans scheme and spend/commit £160,000	Meet with community groups, produce promotional literature.	2016 – 2019
Achieve the Foundations Standard and attain membership thereby extending our services to the wider community.  (Foundations is the National Body for Home Improvement Agency and Handy person Services)	To ensure that the HIA remains fit for purpose in this area we shall attend relevant training and review the skills areas in which we operate to meet the needs of the HIA Sector.	March 2018



## Chapter 7

### 9. Private Rented Sector Enforcement

*Summary:- This section sets out the Council's approach to enforcement to secure improvements in this sector.*

#### Context

9.1 Oxford City Council has a strong reputation as a regulator and believes that firm but fair enforcement plays a significant role in ensuring that minimum statutory standards are met in the private rented sector.

#### Guidance

9.2 Oxford City Council uses compliance advice, guidance and support as a first response in the case of many breaches of legislation that are identified. Advice is provided, sometimes in the form of a warning letter, to assist individuals and businesses in rectifying breaches as quickly and efficiently as possible, avoiding the need for further enforcement action. A warning letter (sometimes called an 'informal caution') will set out what should be done to rectify the breach and to prevent re-occurrence. If a similar breach is identified in the future, this letter will be persuasive in considering the most appropriate enforcement action to take on that occasion. Such a letter cannot be cited in court as a previous conviction but it may be presented in evidence.

#### Statutory (Legal) Notices

9.3 In respect of many breaches Oxford City Council has powers to issue statutory notices. Such notices are legally binding. Failure to comply with a statutory notice can be a criminal offence and may lead to prosecution and/ or, where appropriate, the carrying out of work in default. As the Council relies heavily upon statutory notices to ensure compliance, it will view a breach of a notice as a serious matter.

9.4 The Council will normally charge where legislation permits the recovery of costs for serving statutory notices and the charges will be available on the Council's website.

#### Financial penalties

9.5 Oxford City Council has powers to issue fixed penalty notices in respect of some breaches. If a fixed penalty is paid in respect of a breach Oxford City Council will not take any further enforcement action in respect of that breach. If a fixed penalty is not paid, Oxford City Council may commence criminal proceedings or take other enforcement action in respect of the breach.

9.6 Where there is a legislative option for the Council to choose the amount payable for a financial penalty, the Council's policy will be to charge the maximum permitted level. The charges will be available on the Council's website.

9.7 Where appropriate the Council will apply for Rent Repayment Orders and support tenants who wish to apply for a Rent Repayment Order.

## Simple Caution

9.8 Oxford City Council has the power to issue simple cautions (previously known as 'formal cautions') as an alternative to prosecution for some less serious offences, where a person admits an offence and consents to the simple caution. Where a simple caution is offered and declined, Oxford City Council is likely to consider prosecution.

9.9 A simple caution will influence how Oxford City Council and others deal with any similar breaches in the future, and may be cited in court if the offender is subsequently prosecuted for a similar offence.

9.10 Simple cautions will be used in accordance with Ministry of Justice Guidance and any other relevant guidance.

## Prosecution

9.11 When deciding whether to prosecute Oxford City Council has regard to the provisions of The Code for Crown Prosecutors as issued by the Director of Public Prosecutions and whether the case is in the public interest.

9.12 Prosecution will only be considered where Oxford City Council is satisfied that it has sufficient evidence to provide a realistic prospect of conviction against the defendant(s).

9.13 Before deciding that prosecution is appropriate, Oxford City Council will have particular regard to the following public interest criteria:

- How serious is the offence committed?
- What is the level of culpability of the suspect?
- What are the circumstances of and the harm caused to the victim?
- Was the suspect under the age of 18 at the time of the offence?
- What is the impact on the community?
- Is prosecution a proportionate response?
- Do sources of information require protecting?

9.14 The Council expects that, in the public interest, enforcing authorities should normally prosecute, or recommend prosecution, where, following an investigation or other regulatory contact, one or more of the following circumstances apply. Where:

- a breach of the legislation resulted in a death
- the gravity of an alleged offence, taken together with the seriousness of any actual or potential harm, or the general record and approach of the offender warrants it;
- there has been reckless disregard of legislative requirements;
- there have been repeated breaches which give rise to significant risk, or persistent and significant poor compliance;
- the breach has been carried out without or in serious non-compliance with an appropriate licence or permission;
- a duty holder's standard of compliance is found to be far below what is required by law and to be giving rise to significant risk;
- there has been a failure to comply with a statutory notice; or there has been a repetition of a breach that was subject to a simple caution;
- false information has been supplied wilfully, or there has been an intent to deceive, in relation to a matter which gives rise to significant risk;
- officers have been intentionally obstructed in the lawful course of their duties.

9.15 In deciding on the public interest the Council will make an overall assessment based on the circumstances of each case and will consider all relevant circumstances carefully, including local and corporate priorities.

### **Proceeds of Crime**

9.16 Where appropriate the Council will consider the use of the Proceeds of Crime Act 2002. The Proceeds of Crime Act allows Local Authorities to recover assets that have been accrued through criminal activity.

## Appendix 1 - Private Sector Housing Policy Action Plan

### Private Sector Housing Policy Priority 1 – Additional Licencing

Objective	Action	By when
Prevent homelessness/illegal eviction/harassment of tenants across all tenures of the PRS	Partnership/interagency working with Shelter, Citizens Advice Bureau, (CAB), Home choice, Housing Options. Provide advice & education to landlords & tenants. Carry out a consultation exercise to establish the best methods of providing information and advice to tenants and implement the resulting Action Plan.	October 2016
Review of the Oxford City Landlords Accreditation Scheme, (OCLAS) and 150 landlords/agents accredited	A more robust accreditation scheme to provide training/CPD to agents/landlords to drive up standards in a non-enforcement capacity  Explore options with landlords and if appropriate establish further landlord incentives  Roll out training courses for non- accredited landlords/non-fit & proper landlords etc to promote positive engagement.	October 2016  March 2017  March 2017
Gain a better understanding of the true extent of the numbers of HMO's that exist within the city to allow for more focused targeting for licensing purposes.	Use existing databases more effectively and identify additional sources of information that can be used to indicate suspected unlicensed HMOs	October 2016
Improve energy efficiency and reduce carbon emissions in HMO's in Oxford and address fuel poverty.  Carry out enforcement against private rented properties with no Energy performance Certificate (EPC)	To secure authorisation from the County Council to enforce the provisions of the statutory requirement for landlords to have their properties assessed.	September 2018
Achieve corporate target for percentage of HMOs licensed	Continue to licence HMOs and ensure focus is on identifying unlicensed HMOs	March 2019

**Private Sector Housing Policy Priority 2 – Regulation of single occupied/family dwellings**

<b>Objective</b>	<b>Action</b>	<b>By when</b>
Continue to proactively target rogue landlords operating in the PRS	Remove all category 1 hazards from 250 properties per year	2016 – 2019
Improve energy efficiency and reduce carbon emissions in homes in Oxford and address fuel poverty for single household families.	Working with other stake holders, continue the rollout of targeting 100 low EPC scoring properties, (F & G) to improve energy efficiency in the PRS & reduce fuel poverty	October 2016 & continuous through to 2019
Reduce the number of empty properties in Oxford	Working with the Empty Property Officer, assist with bringing back into use long term empty properties to reduce the burden on housing shortage and prevent anti-social behaviour	2016 – 2019
Significantly improve management and property conditions and reduce ASB in the PRS	Assess the evidence, identify the best option and subject to legal advice and DCLG approval if necessary, commence the introduction of a Selective Licensing Scheme for PRS single occupied dwellings.	January 2017
To ensure non-compliance with improvement notices can be successfully remedied	Seek approval mechanism for WID spend	March 2017
Measure cost savings to the NHS and society with the HHCC and seek additional funding from NHS.	Officers to cost each HHSRS completion to calculate costs of improvement work and to determine cost savings	April 2017

## Private Sector Housing Policy Priority 3 – Unlawful Dwellings

Objective	Action	By when
<p>Ensure unlawful structures are dealt with using planning/building control and housing legislation.</p>	<p>Following due process serve 10 notices under the Town &amp; Country Planning Act</p> <p>Following due process serve 10 Prohibition Orders under the Housing Act 2004</p> <p>Ensure successful enforcement action is publicised</p>	<p>March 2018</p>
<p>Continue working with external agencies HMRC and UK Border Agency when required</p>	<p>Carrying out joint visits and sharing information.</p>	<p>September 2017</p>

## Private Sector Housing Policy Priority 4 – Housing Assistance

Objective	Action	By when
Ensure 100% of the DFG budget is spent	Continued promotion of Home Improvement Agency services to reach vulnerable groups.	2016 – 2019
Provide an excellent HIA Service	<p>Ensure 70 people are helped by the Home from Hospital scheme.</p> <p>Complete 80 Repairs &amp; Improvements and Major Adaptations jobs</p> <p>Process 100 new referrals for Repairs &amp; Improvements and Major Adaptations</p> <p>Complete 350 Minor Adaptations and Handyperson &amp; Maintenance Services jobs</p> <p>Achieve overall customer satisfaction of HIA services of 95%</p>	2016 – 2019
Reduce fuel poverty for vulnerable residents. Secure funding for fuel poverty works	Work with internal and external partners to relieve fuel poverty by addressing the energy efficiency of buildings and targeting vulnerable residents with related health issues	2016 – 2019
Promote the Flexible Home Improvement Loans scheme and spend/commit £160,000	Meet with community groups, produce promotional literature.	2016 – 2019
<p>Achieve the Foundations Standard and attain membership thereby extending our services to the wider community.</p> <p>(Foundations is the National Body for Home Improvement Agency and Handy person Services)</p>	To ensure that the HIA remains fit for purpose in this area we shall attend relevant training and review the skills areas in which we operate to meet the needs of the HIA Sector.	March 2018

## Appendix 2

### Glossary of Abbreviations

<b>OCLAS</b>	Oxford City Landlord Accreditation Scheme	<b>SHMA</b>	Strategic Housing Market Assessment
<b>CAB</b>	Citizens Advice Bureau	<b>BRE</b>	Building Research Establishment
<b>CLG</b>	Communities and Local Government	<b>ONS</b>	Office of National Statistics
<b>CPO</b>	Compulsory Purchase Order	<b>EHS</b>	English Housing Survey
<b>ERG</b>	Essential Repair Grant	<b>LGA</b>	Local Government Association
<b>DFG</b>	Disabled Facilities Grant		
<b>EDMO</b>	Empty Dwelling Management Order		
<b>HHSRS</b>	Housing Health and Safety Rating System		
<b>HHCC</b>	Housing Health Cost Calculator		
<b>HIA</b>	Home Improvement Agency		
<b>HMO</b>	House in Multiple Occupation		
<b>HMR</b>	Housing Market Renewal		
<b>IMO</b>	Interim Management Order		
<b>LHA</b>	Local Housing Authority		
<b>PRS</b>	Private rented sector		
<b>PSH</b>	Private sector housing		



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## Consultation on Private Sector Housing Policy 2016 – 2019



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## **Introduction**

1. This report provides the findings of the consultation carried out as part of the draft Private Sector Housing Policy 2016 – 2019. It sets out the responses and key findings of the 8 week consultation which started on the 18<sup>th</sup> February 2016 and concluded on the 15<sup>th</sup> April 2016.
2. This report should be read in conjunction with the Private Sector Housing Policy 2016 – 2019, attached to the main CEB report as Appendix 1.

## **Background**

3. Oxford City Council has a strong record of successful interventions in the private rented sector. In recent years the focus has primarily been on regulating the HMO market in the City due to the high priority placed on the need to improve the management and property conditions in that sector. However, the demand for housing and the substantial growth in the private rented market as a whole in Oxford has introduced new challenges and a fresh policy is required to set a direction of travel for the next three years.
4. More people now rent rather than own their home in Oxford. The private rented sector (PRS) has increased in size by 50% in ten years and is now substantially larger than the social housing sector.
5. There appears to be no slowdown in sight for the growth of the PRS, despite government pledges to increase housebuilding and some tax changes introduced to make buy to let less profitable. It is interesting to note that in an era of deregulation there have been several pieces of new legislation introduced by the government in relation to regulating the worst excesses of the PRS. It is therefore clear that it is a sector that needs improvement.
6. The Draft Private Sector Housing Policy sets out the principles and practices that the Council will apply to ensure that the PRS is adequately regulated and improved as necessary. The headlines for the priority areas identified are:

## **HMO Licensing**

7. The National Award winning Additional HMO Licensing Scheme forms a substantial part of the Council's approach to regulating and improving the worst housing in the City. This is set to

continue, with the scheme being further refined and improved and a greater focus on dealing with unlicensed HMOs.

### **Regulation and Improvement of Dwellings Occupied by Families or Single Occupants**

8. Continuing and extending the proactive work being carried out in the non-HMO rented sector, targeting rogue landlords and using EPC data to identify properties in poor condition.

9. Identifying and introducing a Selective Licensing Scheme to deal with poor management and property conditions and address anti-social behaviour associated with non-HMO privately rented properties.

### **Unlawful developments**

10. Dealing with unlawful developments being used as substandard accommodation and ensuring that “beds in sheds” do not become an accepted feature of the PRS in Oxford.

### **Providing housing assistance**

11. Continuing to help the most vulnerable people in Oxford by providing facilities to enable them to live in their own homes with dignity and ensuring support to get people home from hospital.

12. Enabling funding for home improvements for owner-occupied properties in the poor condition.

### **A robust approach to enforcement**

13. The policy also clarifies the enforcement approach that will be taken to ensure that minimum statutory standards are met.

### **Development of the Policy**

14. The policy has been developed by Environmental Health with input from Housing and Property, Planning Policy, Building Control and Environmental Sustainability.

## **Consultation Process**

15. Throughout the eight week consultation period the Policy was available on the Council website and was also available for comment through the on-line consultation page. A press release and posts on social media were made at the start and throughout the consultation.

16. Direct invitations to comment were sent to the following stakeholders:

- Residents Groups
- Landlords and letting agents (newsletter)
- Oxfordshire County Council (Fire Service, Social Care, Public Health)
- Student representatives
- Shelter
- Public Health England

## **Key Findings from the Consultation**

### **Questionnaires**

17. The Council adopted a range of techniques for this consultation including questionnaires, focus groups, road shows, tenants and resident group meetings and stakeholder meetings and the results from questionnaires are as follows:.

18. In total the Council received 58 questionnaires, 48 online and 10 completed face to face during focus groups. A summary of the key findings for the two approaches are set out below.

- The respondents included 23% who were home owners living in Oxford, 17% landlords, 6% letting or managing agents, 38% tenants who were renting in the private sector in Oxford, 2% social tenant and 15% other.
- 78% of respondents agreed that the Council should proactively regulate the private rented sector and use all of its powers such as licensing and proactively targeting criminal landlords.
- 22% of respondents believe that the Council should leave landlords and letting agents to manage themselves and only get involved when something goes wrong.

- 69% agreed or strongly agreed that the Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation.
- 13% remained neutral that the Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation while 15% disagreed or strongly disagreed.
- 67% strongly agreed or agreed that the Council should introduce licensing to improve conditions in all of the private rented sector.
- 15% remained neutral that the Council should introduce licensing to improve conditions in all of the private rented sector, while 16% disagreed or strongly disagreed.
- 63% agreed that if the Council introduced stronger powers such as Selective Licensing to improve conditions in the private rented sector that licence fees should be paid for by landlords.
- 4% believe that Selective Licensing should be paid for by the tax payer while 33% believe that it should be paid for by a combination of both landlords and the tax payer.
- 44% strongly agreed and 35% agreed that the Council should continue to focus on improving energy efficiency and reducing carbon emissions in homes and addressing fuel poverty as a priority.
- 13% remained neutral that the Council should continue to focus on improving energy efficiency and reducing carbon emissions in homes and addressing fuel poverty as a priority while 8% disagreed or strongly disagreed.
- 79% strongly agreed or agreed that the Council should actively seek out 'beds in sheds' and take any necessary enforcement action.
- 62% agreed that the proposed enforcement approach detailed in the policy is about right.
- 11% believe that the proposed enforcement approach detailed in the policy is too tough while 28% believe it should be tougher.

## **Methodology**

19. To offer as many people the opportunity to put forward their views about the impact of the Policy the Council used a range of consultation techniques.

20. A questionnaire was developed to determine the status of the person responding and included a series of statements and questions focusing on the following key areas:

- Status of respondent
- Did the policy provide sufficient information?
- Is the policy clear in its objectives and targets?
- Should the Council pro-actively regulate the private sector or only respond when needed?
- Should the highest priority be the continued regulation of HMO's?
- Should the council introduce further measures to regulate other private rented tenures?
- How should any further measures be funded?
- Should the Council focus on raising standards of energy efficiency in dwellings?
- Should the Council actively seek out unlawful dwellings?
- Levels of enforcement
- Anything that the policy does not cover that should be included

21. Respondents were asked to indicate on a range of levels and scores about these areas. The questionnaire was made available on Oxford City Council's website and on websites in the neighbouring authorities.

22. In addition to the online questionnaire a series of 'road show events' were carried out by officers throughout the City. Details are provided in Table 1 below.

***Table 1 – Consultation session locations***

<b>LOCATION</b>	<b>DATE</b>
East Oxford – Community Centre	16 <sup>th</sup> March 2016
Blackbird Leys Outside Library	17 <sup>th</sup> March 2016
Headington Library	18 <sup>th</sup> March 2016
Summertown Library	22 <sup>nd</sup> March 2016



23. In total the Council received 10 completed paper questionnaires from the Road shows. Many people turned up to comment, however, the response did not reflect this as most took a leaflet away and wanted more time to read the policy.

24. Targeted consultation of stakeholder groups was also carried out to capture the views of specific interest groups, namely landlords, agents and students.

25. A Landlord Information Exchange (LIE) was held on the 22<sup>nd</sup> February 2016 at the Town Hall and around 80 landlords and agents attended. The event generated a handful of paper questionnaires.

26. The Council was committed to ensuring that the consultation was targeted to a wider audience as possible and used a variety of methods to promote the project and encourage responses. Poster and flyers were distributed to all agents across the City during February and March and these were also made available in the University schools, student welfare and union offices. Posters were also distributed to other key external agencies such as Shelter, Crisis, Police and Oxfordshire County Council. All emails sent out by the Environmental Health teams had signature banners promoting the consultation. Social media was used to advertise the online consultation. A full set of these have been provided at Appendix 2.

27. A series of adverts were also placed in the free local newspapers providing details of where to find the policy online and where to obtain a copy if there was no internet access. Details of these have been provided at Appendix 3.

28. An email newsletter was sent out in March to 827 landlords and agents and this also promoted the consultation.

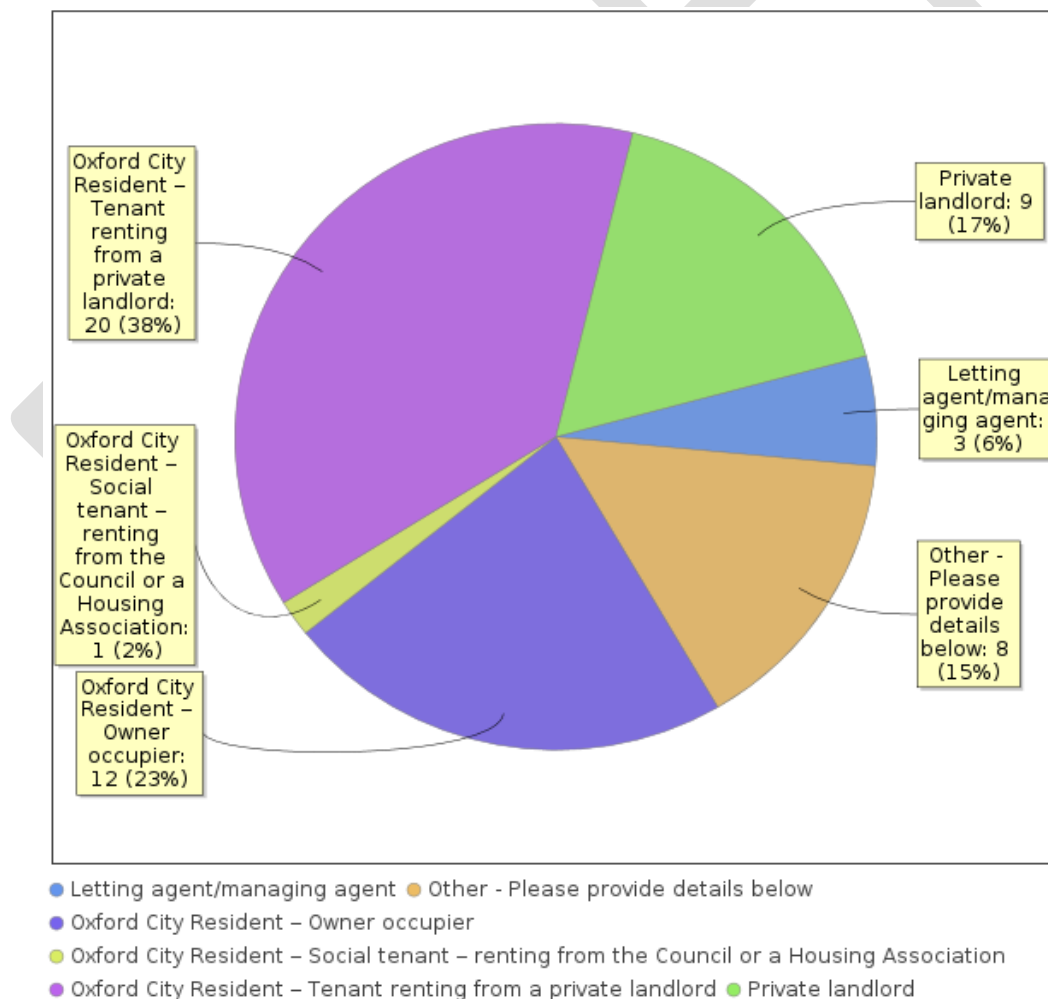
## Consultation Results: Private Sector Housing Policy 2016-2019

28. The following provides the results from all of the submitted questionnaires

**Q1. This survey relates to privately rented and privately occupied houses in Oxford. Please indicate which category best describes you?**

Figure 1: This question required people to determine the status of people responding. The majority of respondents, (38%) are residents of Oxford renting from a private landlord. This is not surprising given that the large concentration of privately rented properties in the city. A broad cross section of owners, residents and landlords responded. The majority of other respondents were those who lived outside the city but worked in the city.

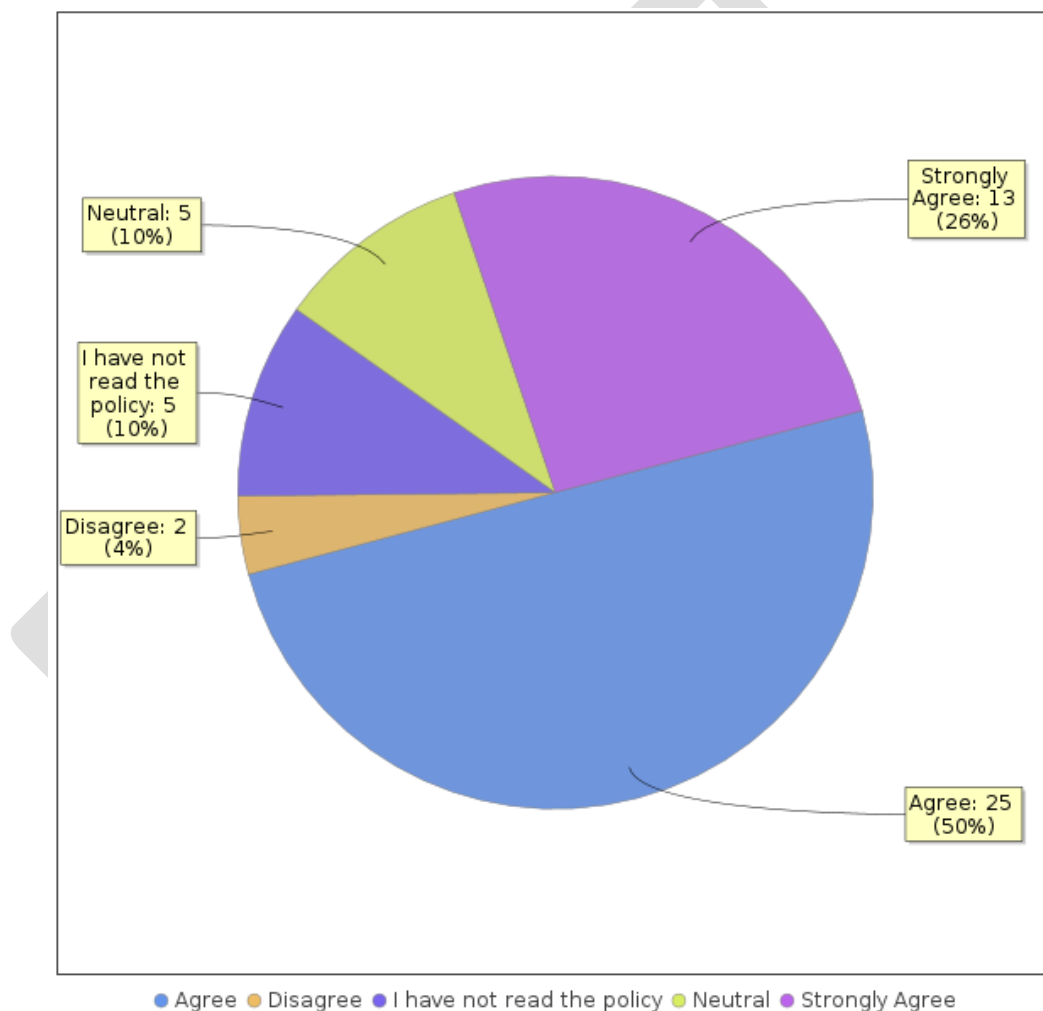
**Figure 1 – Which category best describes you?**



**Q2a. The draft policy provides sufficient information to enable me to form an opinion on private sector housing in Oxford.**

Figure 2: To gauge the content of the policy, question 2a requested whether participants agreed whether they could form an opinion of the private sector. The majority of people, 38%, agreed or strongly agreed that the policy provided sufficient information to form an opinion on private sector housing. 10% remained neutral, 4% disagreed and 10% had not read the policy. No-one strongly disagreed.

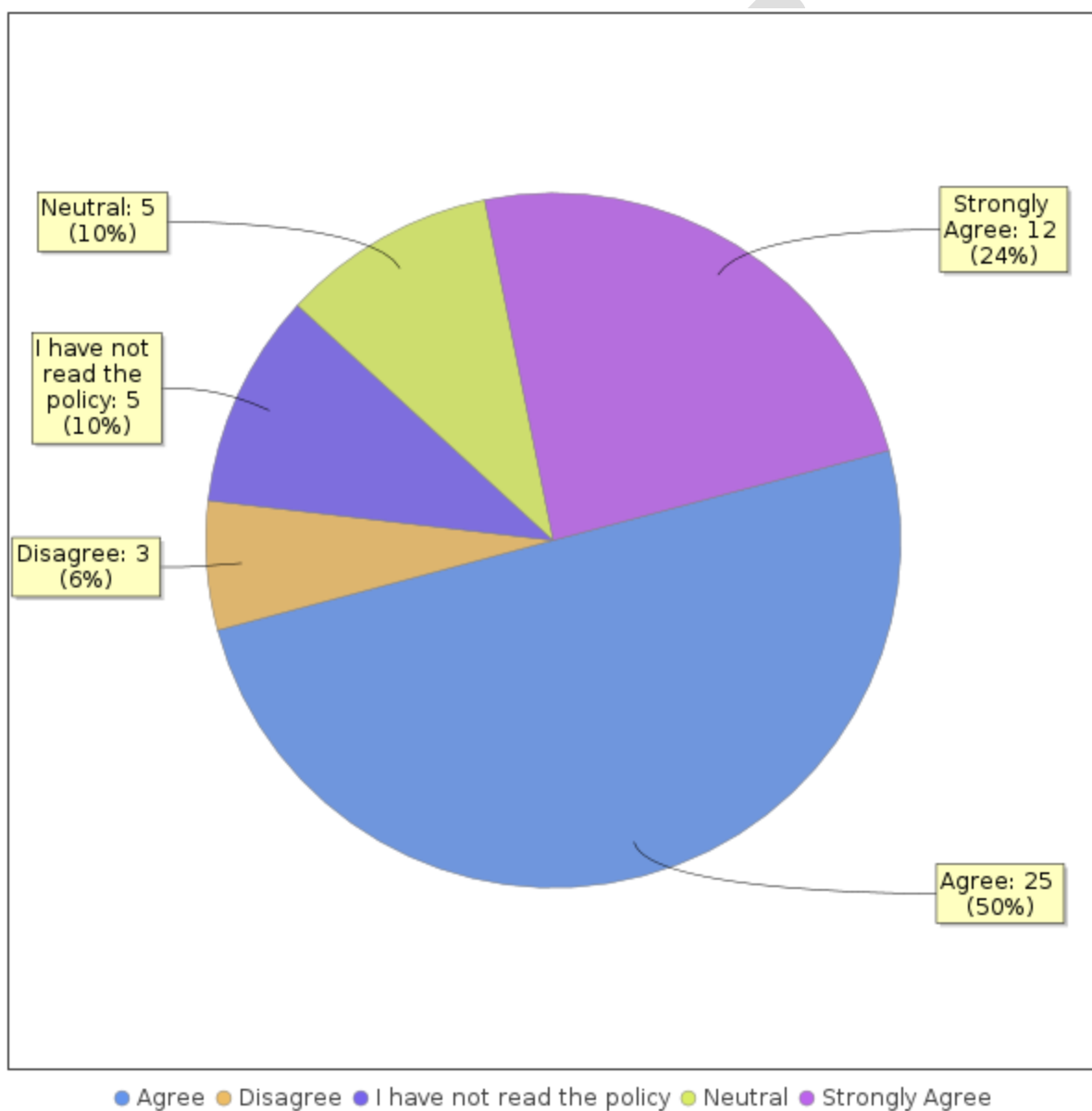
**Figure 2 – Does the Policy provide sufficient information?**



**Q2b. The draft policy is clear on what actions the Council is proposing to take.**

Figure 3 – Question 2b required people to indicate to what extent they agreed or disagreed with whether the policy was clear and concise with proposed actions. The majority of people, 74%, agreed or strongly agreed.

**Figure 3 – Is the Policy written in a clear on actions?**



**Q3. On a scale of 1 to 10, please rank the following statements with 1 being 'strongly disagree' and 10 being 'strongly agree.'**

Participants were asked the following:

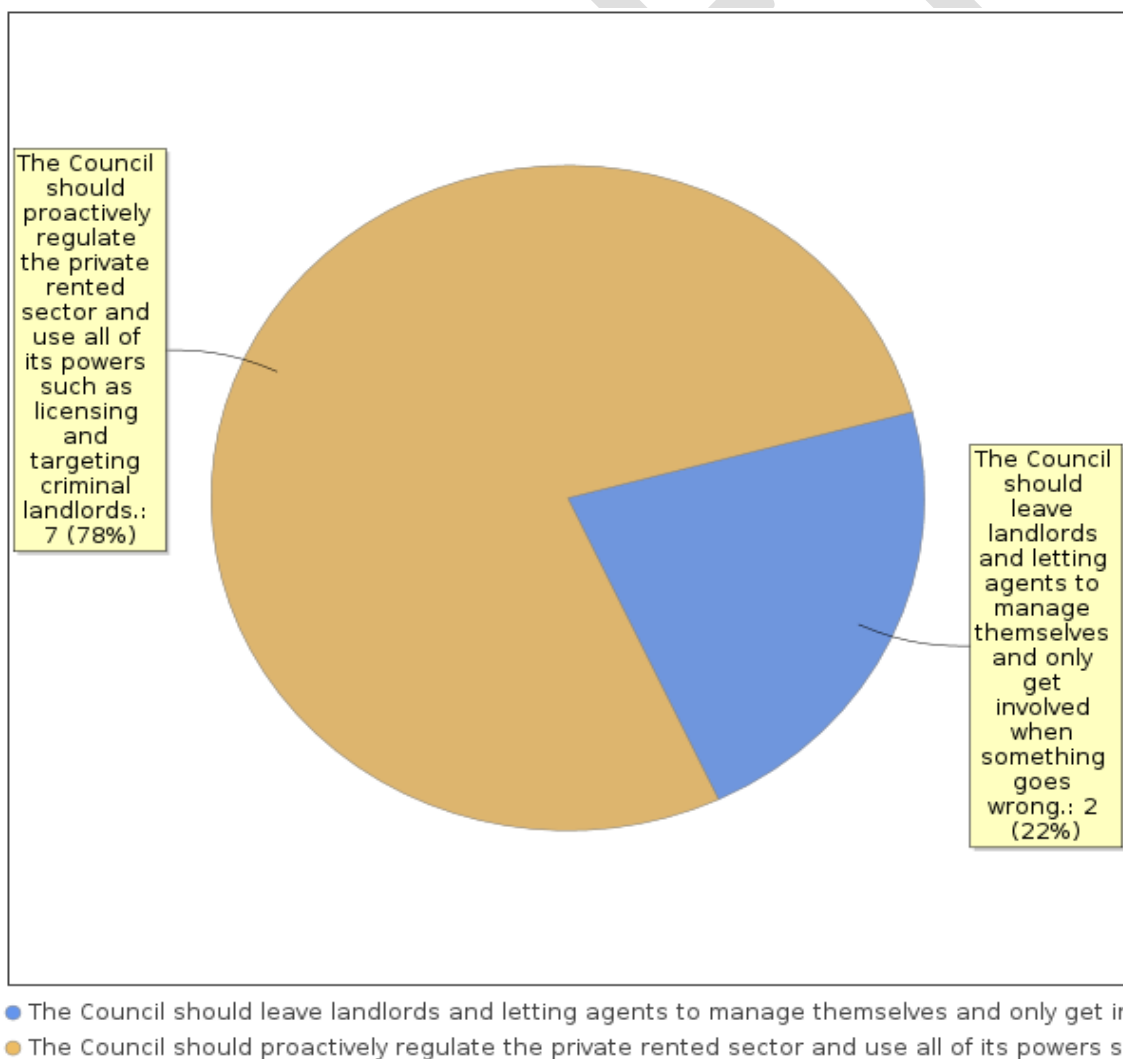
The Council should proactively regulate the private rented sector and use all of its powers such as licensing and targeting criminal landlords.

or;

The Council should leave landlords and letting agents to manage themselves and only get involved when something goes wrong.

Figure 4 – An overall majority of participants agreed that the Council should proactively regulate the private rented sector.

**Figure 4 – Should the council proactively regulate or only intervene when necessary?**



**Q3 by status of respondent - The Council should proactively regulate the private rented sector and use all of its powers such as licensing and targeting criminal landlords.**

Table 2 shows in more detail the extent to which different respondents rated the need for proactive regulation. Generally, all sectors rate highly that the council should be using all powers to available to target criminal landlords.

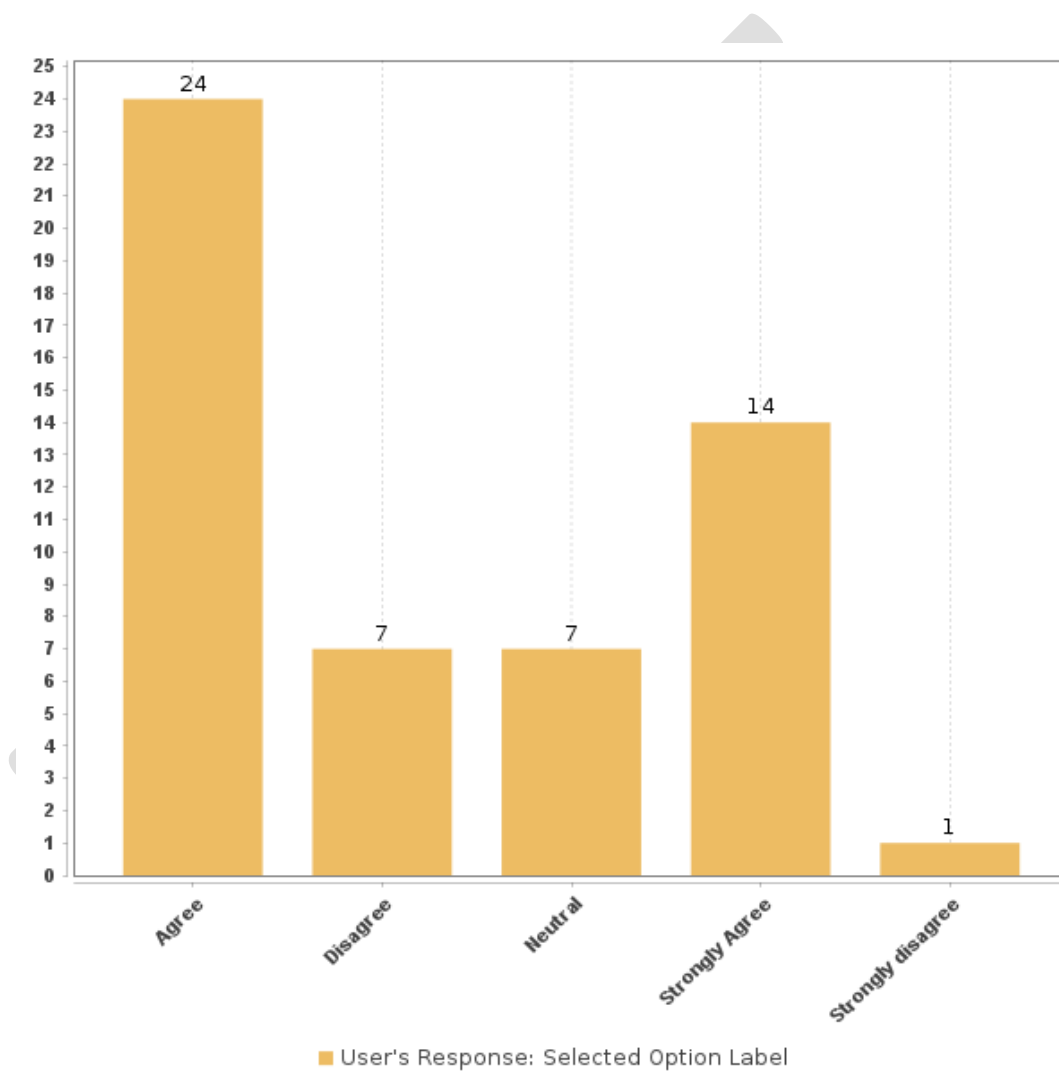
**Table 2 - The Council should proactively regulate the private rented sector and use all of its powers such as licensing and proactively targeting criminal landlords**

	Private Tenant	Social tenant	Owner occupier	Private landlord	Letting /managing agent	Estate agent	Other	No answer	Total
1			1						1 (2%)
2									
3									
4				1					1 (2%)
5		1							1 (2%)
6	1			3	1				5 (9%)
7	2		1	1					4 (7%)
8	2		2	1	1				6 (11%)
9	1		3	2			1		7 (13%)
10	13		5	1	1		7	1	28 (51%)
No answer	1							1	2 (4%)
<b>Total</b>	<b>20 (36%)</b>	<b>1 (2%)</b>	<b>12 (22%)</b>	<b>9 (16%)</b>	<b>3 (5%)</b>		<b>8 (15%)</b>	<b>2 (4%)</b>	<b>55</b>

**Q4. The Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation.**

Figure 5 – 69% of the respondents to the question, agreed or strongly agreed that the council should continue to treat HMO's as a priority in the city.

**Figure 5 – Should the council priority be to regulate HMO's?**



**Q4 by status of respondent- The Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation.**

Table 3 shows the extent to which different respondents depending on their status of tenure within the city agree or disagree with the highest priority to continue to improve Houses in Multiple Occupation. The status, with the most people who disagreed or were neutral were those who privately rented in the City.

**Table 3 - The Council's highest priority in the policy should continue to be to improve Houses in Multiple Occupation.**

	Private tenant	Social tenant	Owner occupier	Private landlord	Letting /managing agent	Estate agent	Other	No answer	Total
Strongly Agree	6		3	1			3	1	14 (25%)
Agree	4	1	7	6	2		4		24 (44%)
Neutral	5		1				1		7 (13%)
Disagree	5		1	1					7 (13%)
Strongly disagree				1					1 (2%)
No answer					1			1	2 (4%)
<b>Total</b>	<b>20 (36%)</b>	<b>1 (2%)</b>	<b>12 (22%)</b>	<b>9 (16%)</b>	<b>3 (5%)</b>		<b>8 (15%)</b>	<b>2 (4%)</b>	<b>55</b>

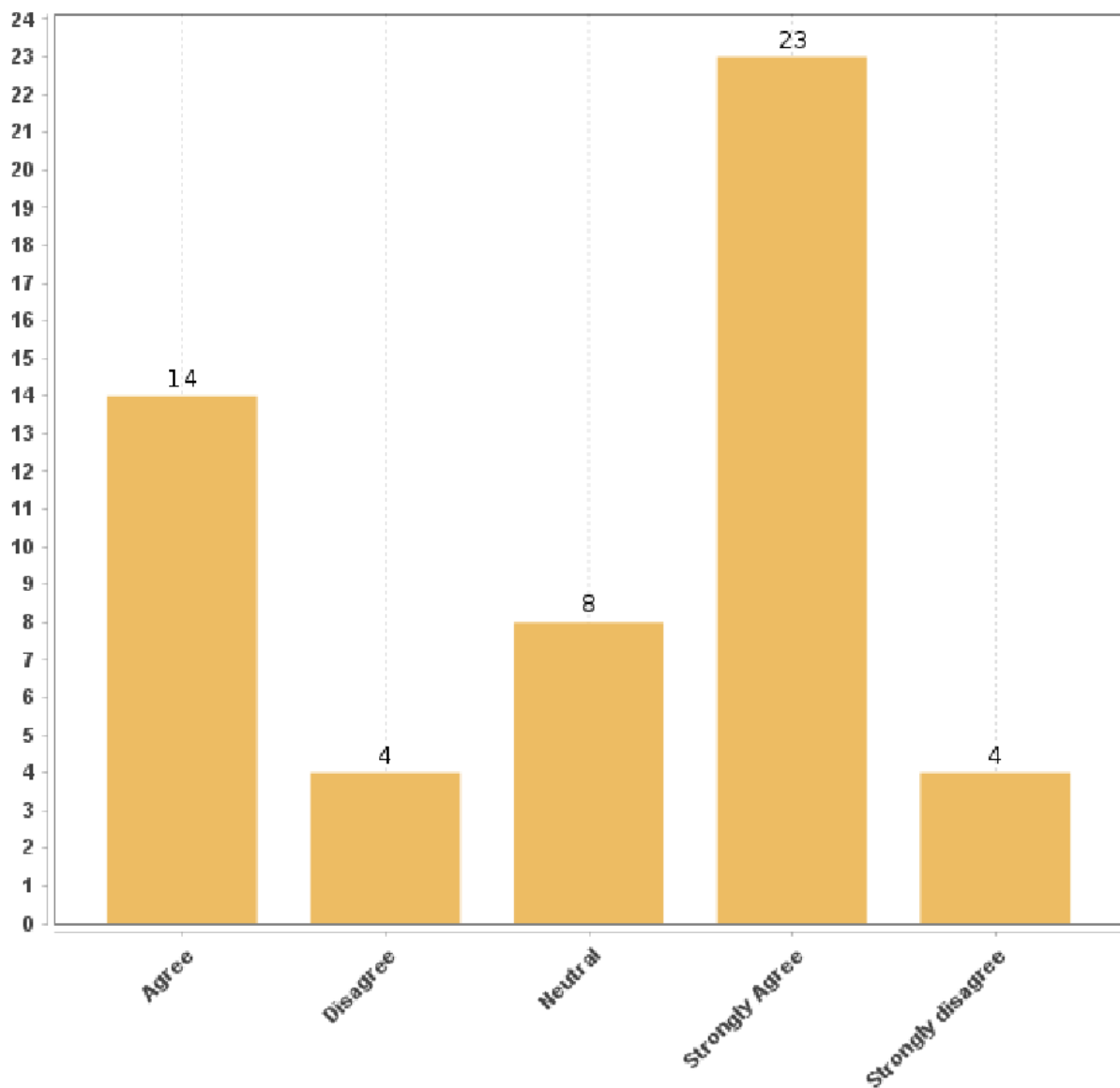


**Q5. The Council should introduce licensing to improve conditions in all of the private rented sector.**

The council does not currently license houses that are let to families, couples or single people. The participants were asked to state whether they agreed or disagreed with the proposed introduction of licensing of other tenures.

Figure 6 – Significantly, 67% of respondents to the question strongly agreed or agreed that further regulation should be considered.

**Figure 6 – Should the council introduce selective licensing?**



**Q5 by status of respondents, The Council should introduce licensing to improve conditions in all of the private rented sector.**

Table 4 shows that there was more of a spread of responses to the introduction of the introduction of wider licensing to improve conditions in the private rented sector. Private tenant in the City gave more of a mixed response.

**Table 4 - The Council should introduce licensing to improve conditions in all of the private rented sector.**

	Private tenant	Social tenant	Owner occupier	Private landlord	Letting /managing agent	Estate agent	Other	No answer	Total
Strongly Agree	13		3				6	1	23 (42%)
Agree	2		4	4	2		2		14 (25%)
Neutral		1	4	3					8 (15%)
Disagree	2			2					4 (7%)
Strongly disagree	3		1						4 (7%)
No answer					1			1	2 (4%)
<b>Total</b>	<b>20 (36%)</b>	<b>1 (2%)</b>	<b>12 (22%)</b>	<b>9 (16%)</b>	<b>3 (5%)</b>		<b>8 (15%)</b>	<b>2 (4%)</b>	<b>55</b>

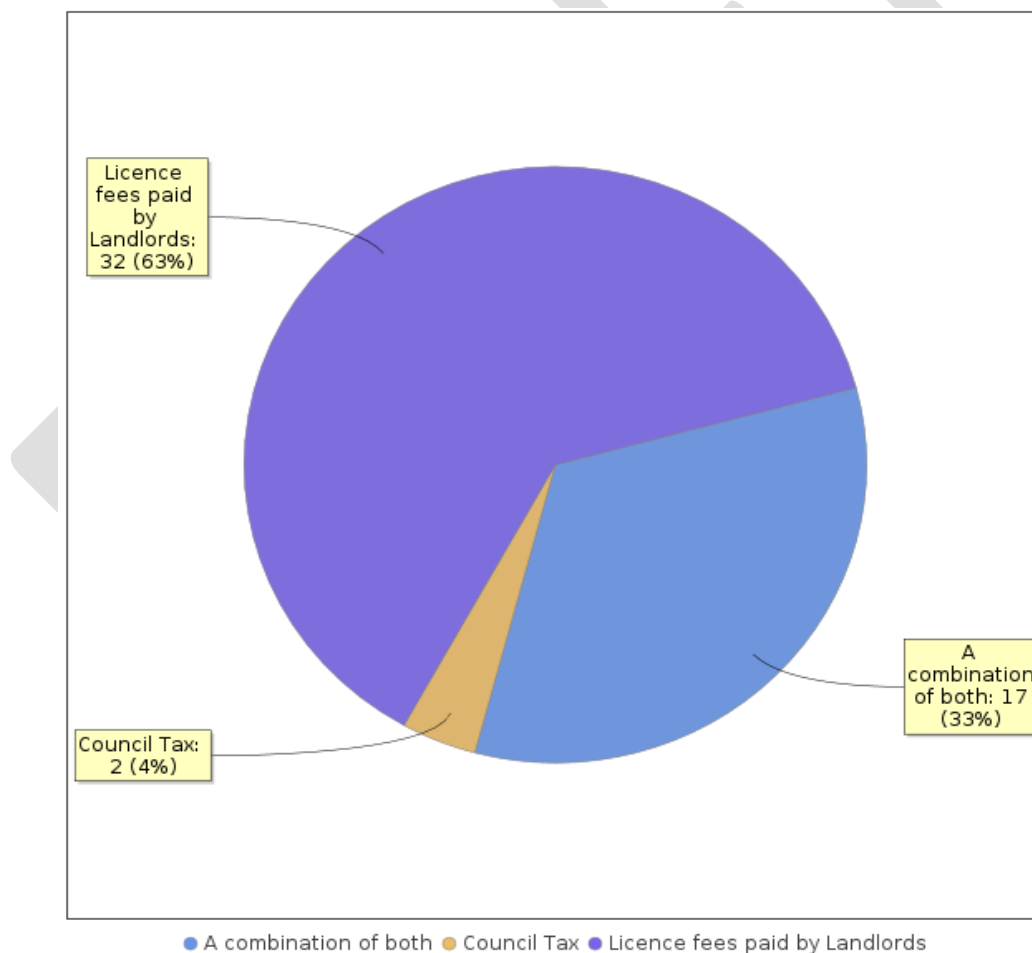
**Q6. If the Council decides to introduce stronger powers such as Selective Licensing (requiring a licence for every privately rented property and not just HMOs) to improve conditions in the private rented sector, how do you think these should be paid for?**

The HMO licensing scheme is self-funded through fees paid for by landlords when applying for an HMO licence. The purpose of this question is to determine whether respondents considered fees should be paid for in any of the following ways:

Council Tax payers/Paid for by landlords/A combination of both

Figure 7 – Significantly, 63% of respondents agreed that further regulation should be paid for by landlords. 4% responded that the fees should be paid for by tax payers and 33% responded that it should be a combination of both.

**Figure 7 – How should selective licensing be funded?**

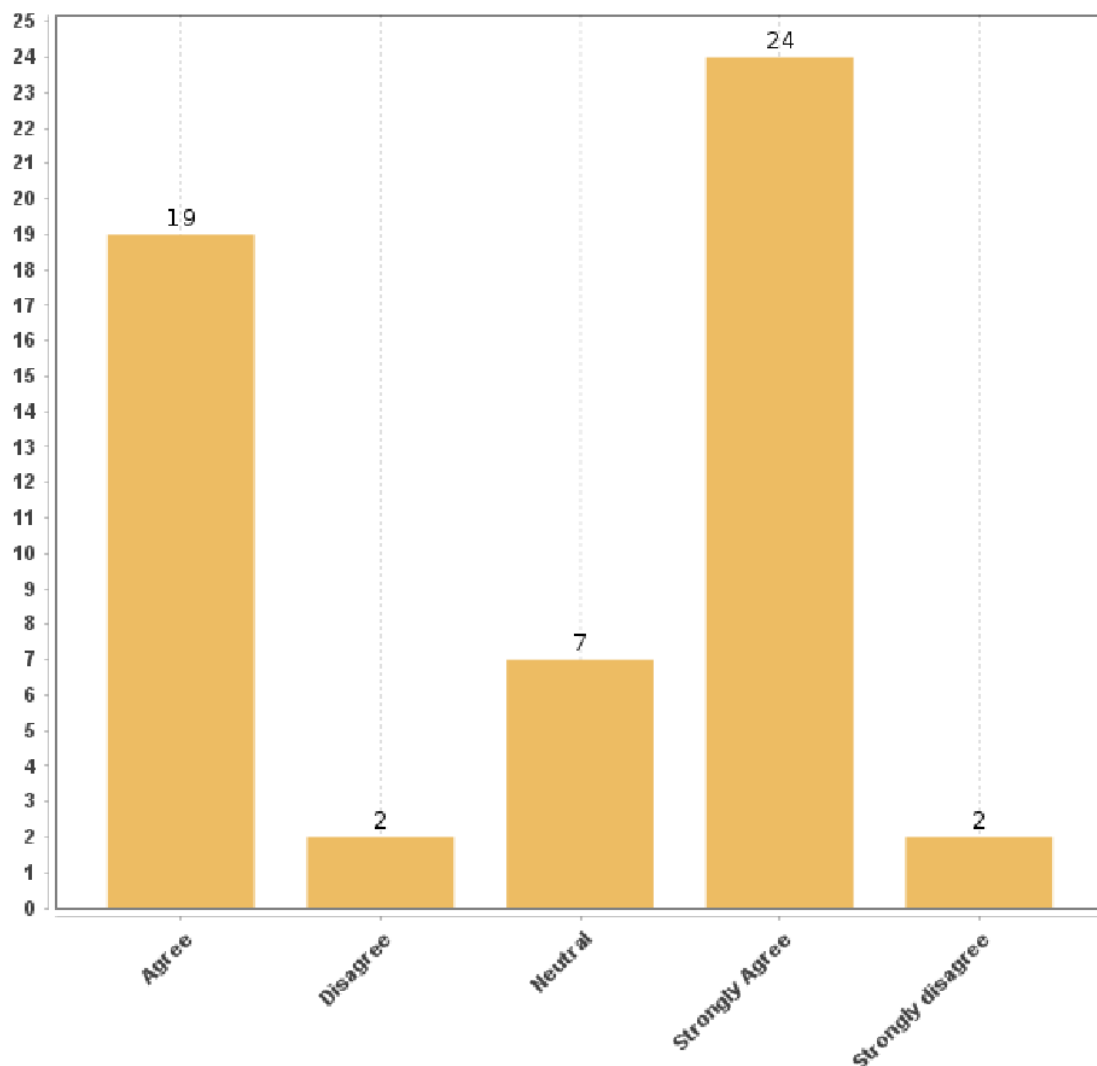


**Q7. The Council should continue to focus on improving energy efficiency and reducing carbon emissions in homes and addressing fuel poverty as a priority.**

Over the last three years, much emphasis has been placed on the improvement of energy efficiency in the private sector. The focus has been targeted at the worst performing properties, predominantly those with Energy Performance ratings of F and G to address fuel poverty and to reduce carbon emissions. Energy efficiency is included as an action in three of the four priority areas in the policy. The purpose of the question is to determine whether respondents considered that the council should continue focusing on this initiative.

Figure 8 – 80% of respondents strongly agreed or agreed that focus on energy efficiency should continue.

**Figure 8 – Should the focus on improving energy efficiency continue?**

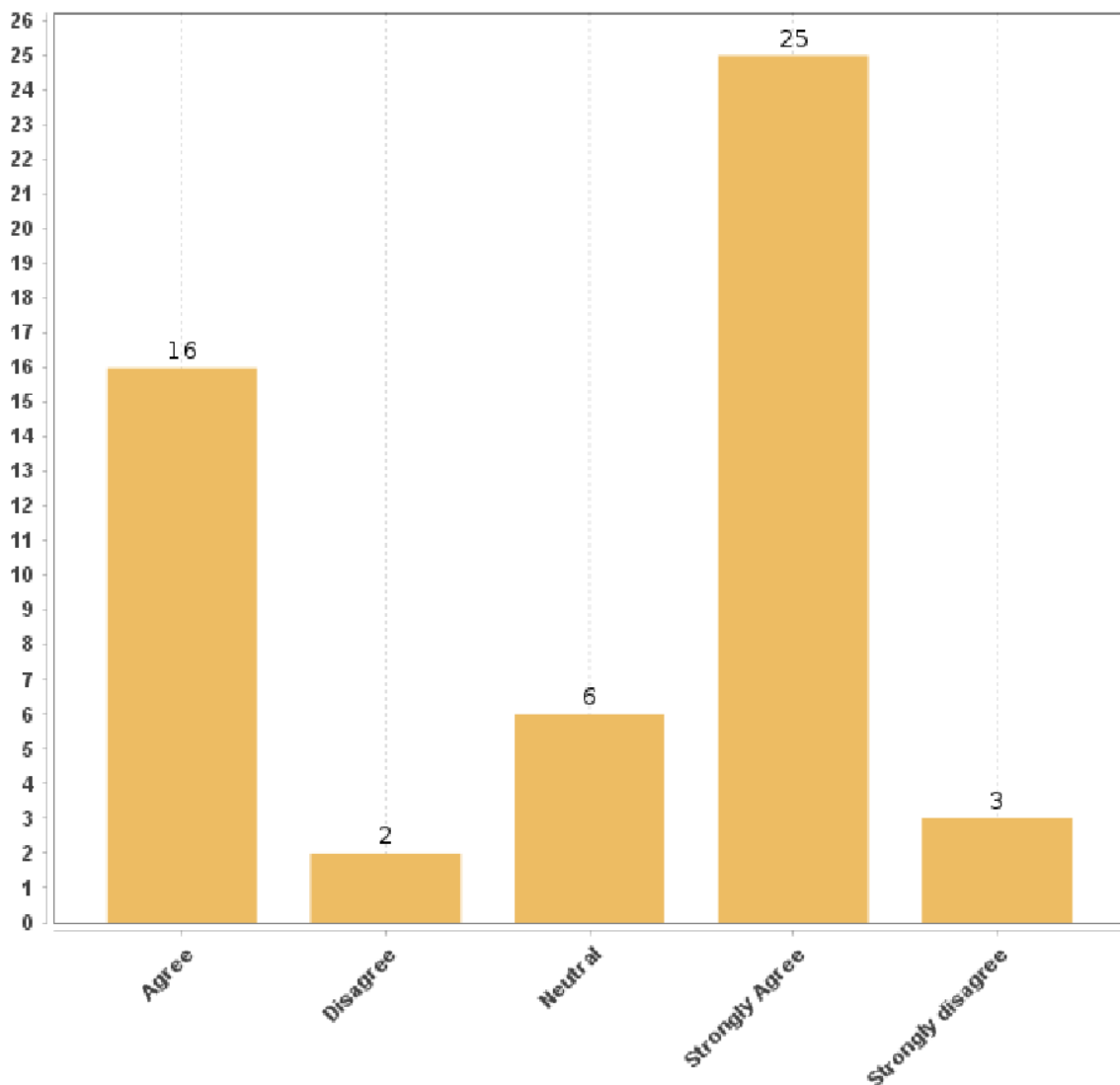


**Q8. The Council should actively seek out 'beds in sheds' and take any necessary enforcement action**

The Council has estimated that there are approximately 300 unlawful dwellings or “beds in sheds” in Oxford where people are living in outbuildings built without planning permission or garages converted into living accommodation.

Figure 9 – There is strong support for continued enforcement action in this priority area. 79% of respondents strongly agreed or agreed that the council should actively seek out 'beds in sheds' and take any necessary enforcement action.

**Figure 9 – Should the council continue to actively seek out unlawful dwellings?**



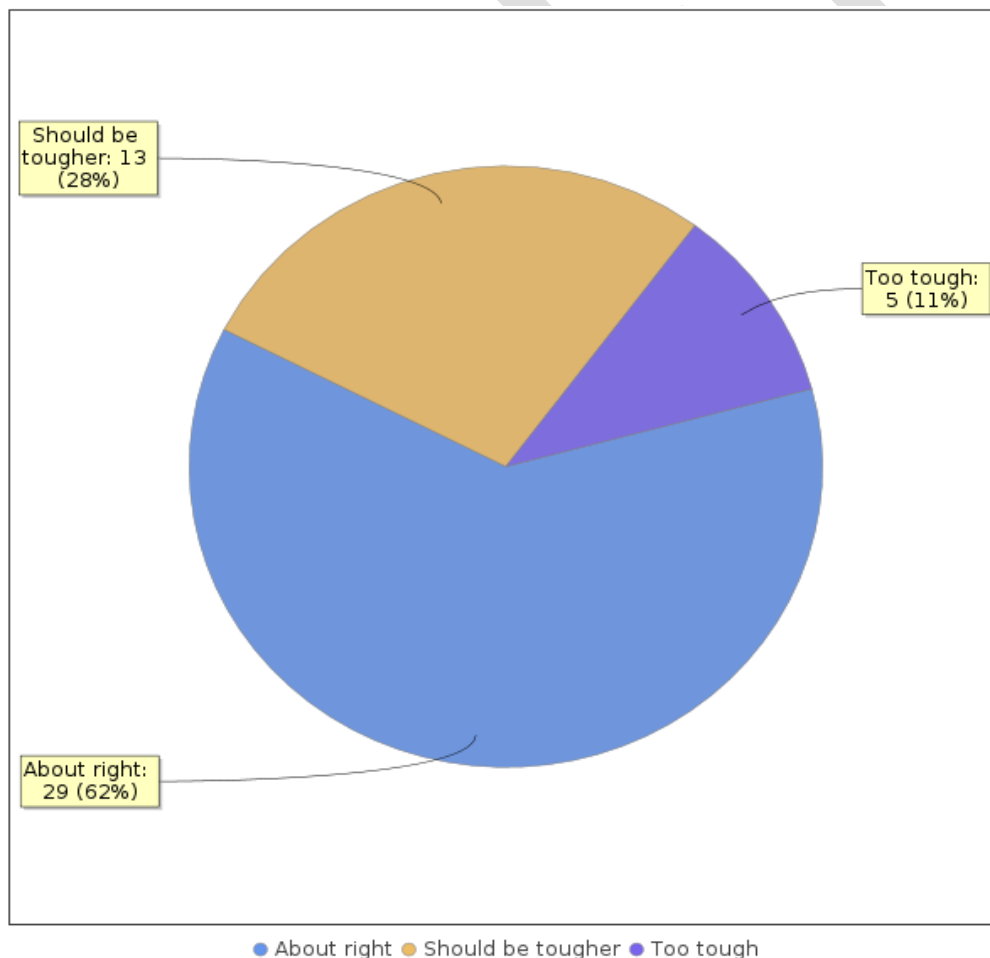
**Q9. The Council has a strong record of enforcement in the private rented sector. In your opinion is the proposed enforcement approach in this policy:**

The council has a zero tolerance policy on landlords or agents who disregard basic legislative requirements and will take appropriate enforcement measures where necessary. The purpose of this question is to gauge the respondents view on the council's enforcement approach. They were asked whether the councils approach is:

Too tough/About right/Should be tougher

Figure 10 – The majority of respondents thought the council's proposed enforcement approach was about right.

**Figure 10 – Proposed enforcement approach in the policy.**



**Q9 by status of respondents, The Council has a strong record of enforcement in the private rented sector. In your opinion is the proposed enforcement approach in this policy too tough?**

Table 5 shows none of the landlords or letting/ managing agents thought the approach in the policy should be tougher and although most private tenants thought the enforcement approach was about right, eight thought it should be tougher.

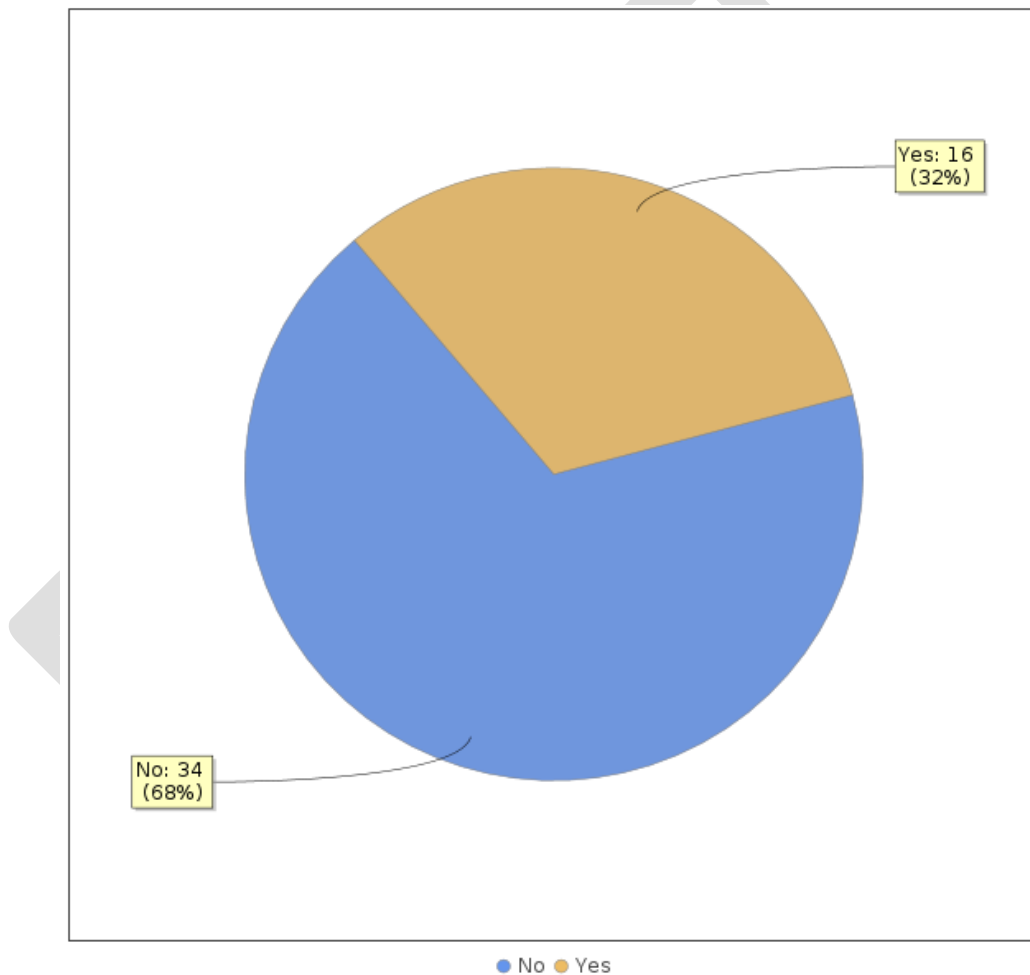
**Table 5 - The Council has a strong record of enforcement in the private rented sector. In your opinion is the proposed enforcement approach in this policy too tough?**

	Private tenant	Social tenant	Owner occupier	Private landlord	Letting /managing agent	Estate agent	Other	No answer	Total
<b>Too tough</b>	2		1	2					5 (9%)
<b>About right</b>	10	1	5	6	2		5		29 (55%)
<b>Should be tougher</b>	8		2				2	1	13 (25%)
<b>No answer</b>			2	1	1		1	1	6 (11%)
<b>Total</b>	20 (38%)	1 (2%)	10 (19%)	9 (17%)	3 (6%)		8 (15%)	2 (4%)	53

**Q10. Is there anything that you consider the draft policy does not cover that you would like added?**

Figure 11 – To allow respondents to add comments, the final question offered the opportunity of providing details of what they consider was not covered and what they believe should be added to the policy. 32% of respondents stated yes and commented on the policy, these can be found below.

**Figure 11 – Is there anything in the policy that is not covered?**





## General Comments

29. Below are the comments made by participants in response to question 10. On balance, the responses are a positive critique, however there are a number of perceived issues raised that are beyond the scope of the policy. Two significant issues are raised around the shortage of homes and the high cost of renting in the city. Another issue raised is the appearance of HMOs and the need to ensure that they are managed properly and that tenants and landlords alike play their part in ensuring the street scene is not damaged by poorly maintained HMOs.

- What would help families, who may never own a home, to live in Oxford
- You really should revise the greenbelt in Oxford, and relax the building planning policy to make it easier to build houses in Oxford!!!! That is the key!!! Anything else is \*\*\*\*\*! Now Oxford housing market is heavily damaged by NIMBISM! (things like save the port meadow....) People don't want houses to be built near them, BUT THEM HAVE TO BE BUILT!
- I think there need to be more stringent enforcement checks on social housing where RSLs are the landlords. I've seen some pretty shocking conditions that would never be allowed in HMOs. Oxford City Council is the honourable exception to the bad social landlords.
- Policy covers strategy for raising standards in the PRS but fails to address the shortage of affordable housing, how to increase the supply of affordable rental properties and how to slow down the increase in rental prices. When the demand for rental properties is so high, landlords can get away with letting sub-standard properties. If demand fell then the quality of rental properties would have to improve. As stated in the policy, the high rental costs and high deposits needed for a house are preventing young people from buying a house and houses in Oxford are well above the national average and the most unaffordable in the UK compared to average income. What strategy does the council have for tackling these issues over the next five years?

There also needs to be a more robust framework in place to prevent rogue landlords from letting out property and a crackdown on poor letting agencies.

- Covers all aspects relevant to an Oxford resident
- It doesn't say how it is going to stop or regulate the private rental prices from increasing without control. The Council should state a maximum % increase per annual year according to the % of increment of the National Living Wage and closer to the average national rent

- I do not think this paper has at all addressed the impact on our city of investors who are pouring money in to buy up high end property which is then left empty for extended periods. How to limit the number of properties being bought for short let 'luxury' or business visitors that changes communities. Or people buying properties that they ostensibly use to visit during school terms but rest of time let for short stays/air bnb. How can you limit this. Perhaps take note of what St Ives is doing right now to limit second homes. or at least limit the number of properties people can have. I have been told of several individuals from overseas who are investing heavily in numerous properties to rent because of instability in home country.....with distorting impacts

I have another comment. There has been an increase in housing demand from in migration..I believe that some of this can be attributed to the fact that some low level jobs are now done by several people whereas they might have been done by only one person in the past. therefore for one job you now have 3 or more people seeking to form households therefore distorting demand on property

- Just a comment about the ever rising rent. Who is going to do menial work in Oxford? Nobody will be able to afford to live here and who would commute in each day to do these jobs?

My wife and I and our young daughter live and work in Oxford and find it a struggle to get by each month. We are on zero hours contracts at the workplace and when student numbers are down, it is a struggle indeed. We don't own a car, neither of us smoke and rarely drink these days.

I am afraid that Oxford is doomed if rent keeps on rising because my pay hasn't risen since January 2015 and when it did, it rose by 35 pence an hour. My rent rose by £50 a month last year. It just doesn't add up!

- Fair rents, maybe a rent cap as they are far too high

This should be titled the City Council HMO policy. As this is 100% of the focus of the paper. Although admirable this is does not encompass the whole of the Private Rented Sector and the associated issues here in Oxford.

I feel strongly that the Council has a duty to its residents in the PRS to ensure that tenants are better supported with objective advice and also that the Council should support actions and campaigns for rent stabilisation measures in the City. This aspect is entirely missing from your draft policy.

In addition, there is no mention to housing need and where new PRS options will be delivered from. The draft policy should outline where new PRS properties are going to be supplied and a strategy for their delivery.

- The policy seems to focus on disrepair within the property. I think a major issue with HMOs is also the disrepair and neglect outside. This really impacts the nature of a street/neighbourhood, and gives Oxford its lowbrow, trashy look and feel in so many areas. The policy should ensure that landlords keep the frontage of houses in a good state of repair, painted, etc, and that gardens are well kept, instead of the usual weed infested/rubbish strewn gardens that Oxford seems to excel in
- I would like rents to be regulated in some way and also longer tenancies available in the private sector but not sure this is in the power of LA
- More suitable housing for all.
- oxford needs homes for people earning £20,000 per ann. lanlords must not be allowed to offer substandard homes for rent
- please provide affordable housing/ good quality like Birmingham & Mnachester
- Tenant's rights, Rent Capping
- (1) Build more homes and rent or sell  
(2) the aim of ensuring 70 people are helped by the Home form Hospital scheme 2016-19 is totally inadequate. the numbers should probably be in the 100s.
- A very well written document that covers a very wide range of topics
- I understand the wider picture that City Council want to do, but it won`t work (as the HMO does not work as it was planned for) too. HMO just made more rules to those landlords who kept and keeping in order their properties, but made in very difficult who does not have very big family or not married but a couple.  
Because of HMO me and my partner for example I can say that we were forced to move into an agency managed house where the owner is living abroad (Saud-Arabia). We did not want to pay an extra fee for them, but we did not find any property with two bedrooms where we could live with a friend. As we are A couple we do not need TWO rooms but many agencies did not let us to live three of us. This is silly, and just because of the HMO. We used all of our savings to pay to the Agency which is IN the deposit scheme!!  
Nonsense!  
Many couples friends who don`t have this "extra money" are struggling and have to live in "grey-zone" and not pay council tax as they are living in double rooms only because the landlord do not let them to register otherwise they could go wherever they could (literally, nowhere!).  
I believe there are plenty of properties in Oxford where would be lots of places/rooms for people if the HMO would not be so strict. Two bedroom house = two people maximum????  
Nonsense!

On the other hand there are "bad landlords" too who do not care about the HMO licence. Unfortunately we lived in a house, where we should have lived only four of us. When the number increased to 11 people, we did not have other choice just to escape from that HMO Licenced house.

The problem is not the 1-2-3bed house with, but more bedrooms, especially where the owner is not British/White background.

Students / NHS workers

Why they do not pay Council Tax? Are they not living in Oxford? Are they do not making tons of rubbish each week/year? What is the difference when a rich student come to the UK and spend £9000 for a year?

Think, please. Best regards, Sz.

- Incentive for building new houses and apartment blocks.

### **Conclusion**

30. The consultation for the Policy overall was well received with many of the respondents in agreement with the proposals for the future steer with regards to the priorities and targets detailed in the Policy. A number of amendments have been made to the document to reflect this, but overall the main body of the document remains unchanged.

### **Limitations**

31. Over the life of the policy there will inevitably be certain limitations around new requirements of regarding new regulations coming into force, placing the Council in the situation whereby a number of policy amendments may have to be made. For this purpose it is anticipated that the policy is reviewed every twelve months or sooner if legislative changes occur.

### **Enforcement**

32. The Council has always taken a proactive approach to carrying out the enforcement of legislation relating to the private sector. This has resulted in it taking more prosecutions than most other authorities across the country, only the larger metropolitan and London Borough authorities have taken more.

33. The Council will continue to investigate situations where there are clear breaches of the legislation and will undertake enforcement action in accordance with its enforcement policy and the requirements set out in the various legislative frameworks.

## **Appendices**

Appendix 2a – E-mail signature

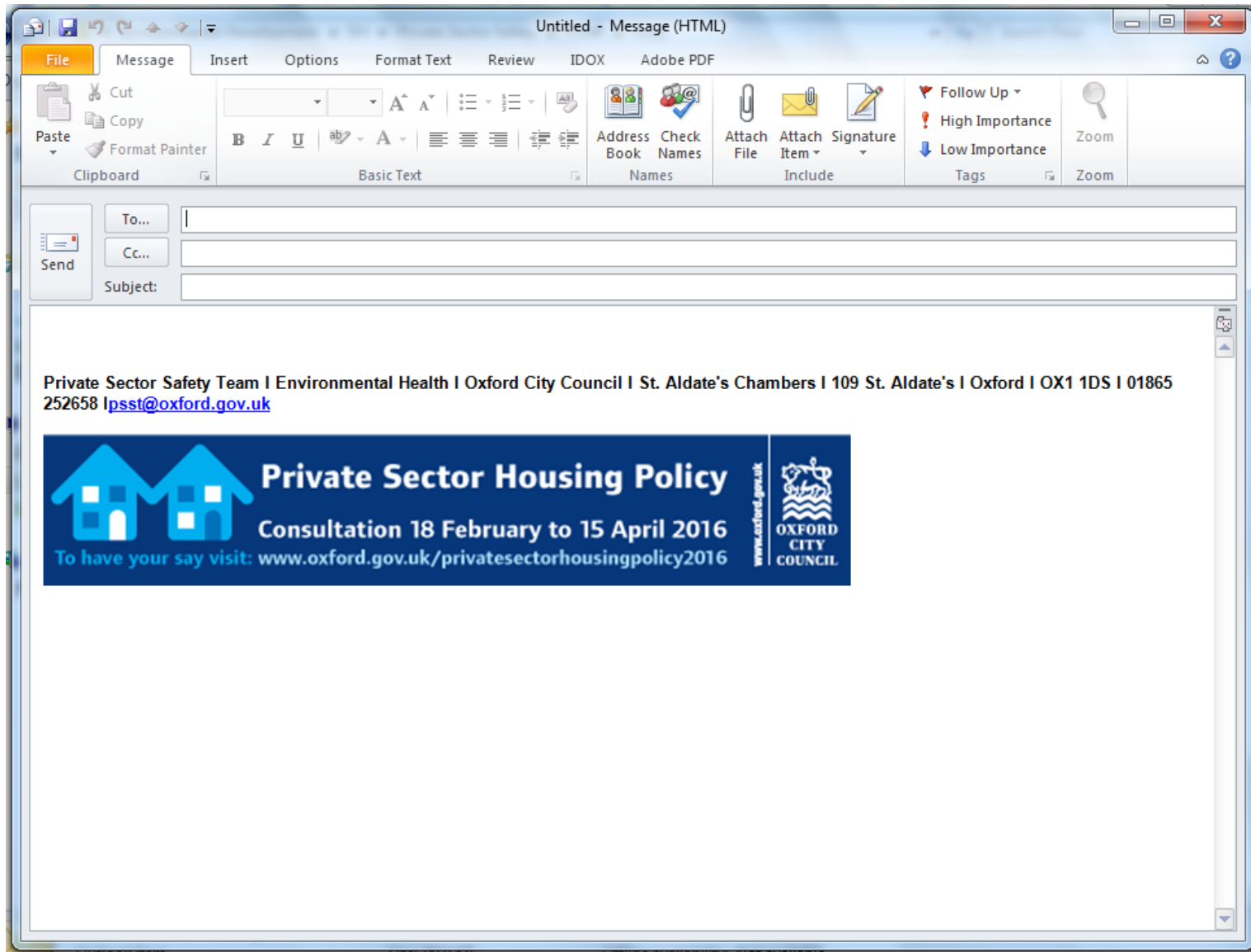
Appendix 2b - Flyer and Poster

Appendix 2c - Social Media

Appendix 2d – Local Newspaper adverts

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Oxford City Council Consultation

18 February to 15 April 2016

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## Private Sector Housing Policy

In a rapidly growing market how should the council ensure that privately rented homes are safe to live in?

**Tell us your views on private sector housing in Oxford**

- In the last decade the private rented sector in Oxford has grown by 45% from approximately 11,000 to 16,000 houses.
- Oxford is the least affordable city in the UK.
- There are an estimated 300 'beds-in-sheds' in Oxford.

**To have your say visit:**  
[www.oxford.gov.uk/  
privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016)

Your view is important to us and will help us improve and develop our services.

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Your view is important to us and will help us improve and develop our services.

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**Oxford City Council**

Published by Fernanda Costa [?] · March 22 at 6:00pm · 🌐

We want to improve rented accommodation in Oxford.

We are currently consulting on our Private Sector Housing Policy 2016-2019, which includes improving our licensing scheme for landlords and providing almost a million pounds to raise standards.

So if you are a resident, tenant or landlord have your say by commenting on our consultation: [www.oxford.gov.uk/privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016).



Find out more and comment

[CONSULTATION.OXFORD.GOV.UK](http://CONSULTATION.OXFORD.GOV.UK)

30,222 people reached



[View Results](#)

KF Lo, Pearl Flanagan and 84 others

40 Comments 45 Shares

Like Comment Share Hootlet

**30,222** People Reached

**216** Likes, Comments & Shares

<b>94</b> Likes	<b>86</b> On Post	<b>8</b> On Shares
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<b>75</b> Comments	<b>52</b> On Post	<b>23</b> On Shares
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<b>47</b> Shares	<b>45</b> On Post	<b>2</b> On Shares
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**1,205** Post Clicks

<b>1</b> Photo Views	<b>625</b> Link Clicks	<b>579</b> Other Clicks
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NEGATIVE FEEDBACK

<b>0</b> Hide Post	<b>1</b> Hide All Posts
<b>0</b> Report as Spam	<b>0</b> Unlike Page

66

How effective was the boost? ★ ★ ★ ★ ★

**27,727**

Paid Reach [?]

**708**

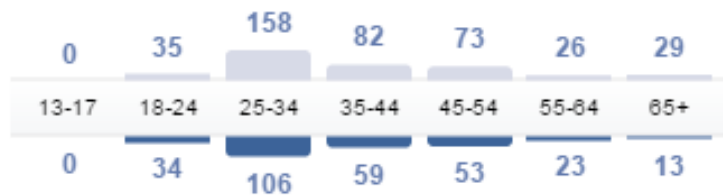
Actions [?]

**£50.00**

Budget Spent

Actions | **People** | Countries

■ 58.3% Women



■ 41.7% Men

Ad Stopped April 13th, 7:00pm

Age 18-65+

Gender Male and Female

Other Location: United Kingdom: Oxford (+10 mi)  
England

Boosted By Fernanda Costa



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**Oxford City Council**

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We want to improve rented accommodation in Oxford.

We are currently consulting on our Private Sector Housing Policy 2016-2019, which includes improving our licensing scheme for landlords and providing almost a million pounds to raise standards.

So if you are a resident, tenant or landlord have your say by commenting on our consultation: [www.oxford.gov.uk/privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016).

**Private Sector Housing Policy**  
February to 15 April 2016

100

# Cowley News

ISSUE 16

MARCH 2016

The FREE community newspaper for Cowley

COWLEY NEWS is run by members of the Cowley community. We encourage any resident to get involved in our work. If you would like to get involved with us, or if you have any news or views you like to see in this paper please email:

[cowleynewseditor@gmail.com](mailto:cowleynewseditor@gmail.com)

## Curtain up for Flo Park Panto



Photograph by Hugh Warwick.

The last night of The Florence Park Panto saw the Community Centre packed with friends and neighbours, all there to enjoy the show. **TURN TO PAGE 3**

Oxford City Council Consultation: 18 February to 15 April 2016



**Private Sector Housing Policy**

**In a rapidly growing market how should the council ensure that privately rented homes are safe to live in?**

**To have your say visit:**  
[www.oxford.gov.uk/privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016)



# The Chronicle

The FREE community newspaper for Risinghurst, Sandhills and Quarry produced by local residents

ISSUE 2 SPRING 2016

## The Amp Community Pub Ltd



Photograph by Andrew Munday



By **Linda Simms**

**SINCE** the last issue of The Chronicle we have registered as a Community Benefit Society with help from Risinghurst Parish Council who gave us a grant for £550 to pay for the registration process. This was applied for through The Plunkett Foundation. We chose Plunkett as they are a local company from Oxford that specialises in supporting community ventures.

On March 18 we held the third Open Community Meeting at Risinghurst Community Centre, who are also supporting this

venture by allowing us to use the hall free of charge. Around 35 people attended from Risinghurst and other areas. We presented the share offer and prospectus along with an application form to complete for anyone interested in purchasing shares. We are currently looking for around £400,000 to help purchase and refurbish the pub for all to enjoy. We had hoped that this would have attracted more people as we had put a lot of work into marketing this event, through posting over 800 flyers to the community, along with media coverage.

We were lucky enough to

have support from The Shotover Brewing Company who provided us with a barrel of Prospect, one of their best selling beers. We also had the lovely Tom from Shaken and Stirred Cocktail Company serving Prosecco to all. Cupcakes were made with logos of The Ampleforth Crest on for our community to sample and enjoy. We also had Tony Golding from Camra who shared his knowledge with us. The mix of the community was very varied from young families to our older population.

A lot more help is needed from our community to bring this pub back. Remember once it's gone, it

will never be there to share with your families and will continue to be that eyesore that we all see on a daily basis each time we go past. It is currently a property that will attract unwanted attention.

■ **If you feel that you would like to contribute to this venture either by purchasing shares or by offering help to get The Ampleforth back open please contact us via our website. We will always answer any questions put to us. [www.theamprevival.co.uk](http://www.theamprevival.co.uk).**

Oxford City Council Consultation: 18 February to 15 April 2016



**Private Sector Housing Policy**

**In a rapidly growing market how should the council ensure that privately rented homes are safe to live in?**

**To have your say visit:**

**[www.oxford.gov.uk/privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016)**

[www.oxford.gov.uk](http://www.oxford.gov.uk)



# Hands on News

The FREE newspaper for Barton produced by Barton residents and community workers

## Prizes for keen recyclers!



The Blue Bin Recycling League is a government funded rewards scheme, giving you the chance to win exciting prizes for yourself and your community by recycling more! TURN TO PAGE 3



**Beckham in Barton?**  
SEE PAGE 3



**Barton's community café goes strength to strength**  
SEE CENTRE PAGE

PAGE 2 ..... Useful Numbers  
Barton Community Association

PAGE 4 .... Barton Neighbourhood Police  
Barton Community Partnership

PAGE 5 ..... BICEP

PAGE 7 ..... Eatwells Café  
Neighbourhood Centre

PAGE 8 ... Bill Dibber's Gardening Corner

PAGE 9 ..... Mary Knowles Homecare

PAGE 11 ..... Useful Info

Oxford City Council Consultation: 18 February to 15 April 2016



### Private Sector Housing Policy

In a rapidly growing market how should the council ensure that privately rented homes are safe to live in?

To have your say visit:  
[www.oxford.gov.uk/privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016)



## Academy students clean up the Leys!



**YEAR** seven students took time out from the Oxford Academy to help get the Leys ready for spring, by taking part in the annual OxClean litter pick. OxClean is an Oxford Civic Society initiative dedicated to keeping Oxford clean and tidy all year round – ensuring that the city is a welcoming and pleasant place for people to live, work and visit. The young people collected a total of 11 bags of rubbish during their litter picking session.



**A new era of community news**  
SEE PAGE 3



**Children's Centre: Awards for parents**  
SEE PAGE 5



**Barry says goodbye to the Leys**  
CENTRE PAGE

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Oxford City Council Consultation: 18 February to 15 April 2016



**Private Sector Housing Policy**

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**Oxford City Council Consultation**

**18 February to 15 April 2016**

www.oxford.gov.uk



## **Private Sector Housing Policy**

**In a rapidly growing market how should the council ensure that privately rented homes are safe to live in?**

### **Tell us your views on private sector housing in Oxford**

- In the last decade the private rented sector in Oxford has grown by 45% from approximately 11,000 to 16,000 houses.
- Oxford is the least affordable city in the UK.
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**To have your say visit:**  
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privatesectorhousingpolicy2016](http://www.oxford.gov.uk/privatesectorhousingpolicy2016)

Your view is important to us and will help us improve and develop our services.



**Building a world-class city for everyone**

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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	
Policy	The policy is not approved	Threat	Insufficient support from members to proceed	Not able to proceed with a number of recommended proposals contained within the policy	December 2015	Mike Browning							The regulation of areas of the PRS may be restricted resulting in continued limited reactive controls and a decline of conditions and standards in the sector		July 2016				Ian Wright/ Mike Browning
Service delivery failure	Service delivery expectations not delivered to required standard	Threat	Increase in volume PRS properties resulting in high volumes of work.	Vulnerable residents at risk, potential reputational damage to the service	December 2015	Mike Browning							Insufficient staffing resources due to recruitment/retainment	Adequate staffing resource in place across the service. Ensure effective performance management systems in place. Ensure effective contractor selection and control.	July 2016				Ian Wright/ Mike Browning
Inconsistency	Inconsistent implementation of the policy across EH	Threat	Teams not aware of policy targets and not acting in accordance with policy	Reputational damage, legal challenges	December 2015	Mike Browning							All teams within EH need to ensure their actions take the policy into account	Ensure all relevant teams in EH have procedures that reflect the policy	July 2016				Ian Wright/ Mike Browning
Legal challenge	A legal challenge to the proposal for Selective Licensing s put forward as a judicial review	Opp and Threat	Statutory requirements not met. Insufficient resources provided to fulfill requirements. Insufficient evidence base. Lack of wider consultation	Reputational damage, legal challenges	December 2015	Mike Browning							The statutory designation is required in order to meet the requirements of the Housing Act 2004. Any challenge must be made within the statutory timeframes	Ensure that statutory requirements for proving the case for selective licensing is robust and are met.	January 2017				Ian Wright/ Mike Browning
		Opportunity	Devolution	Increased opportunities for joined up working e.g. Home Improvement Agency is part of adult social care	May-16							Dependant upon the process and government approval.	Support bid and ensure evidence is provided as required.						

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## Initial Equalities Impact Assessment screening form

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

None of the groups will be disadvantaged.  
The policy will have a positive impact on age, disability race and gender.  
The policy will improve housing conditions, especially those which have a direct health and safety impact on occupiers.  
It will target financially vulnerable occupiers; single parent families and pensioners are more likely to be in receipt of those benefits.  
The policy continues to target assistance towards disabled persons, especially with regard to Disabled Facilities Grants and loans. General housing improvement may be more desirable where there is a disability, and the policy recognises this.  
The policy includes proposals to improve communication, and in particular to target premises where "hard to reach" groups live. As 75% of migrants live in the PRS improving living conditions will have a positive outcome for BME groups.

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

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

No adverse impacts were identified. Only positive impacts.

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

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

Consultation will include all groups affected by the policy. Landlords, letting agents, tenants, students, local residents and key stakeholders such as the County Council.

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

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

No adverse impacts were identified. Only positive impacts.

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

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

The Policy will create workstreams that will be reported upon annually at a service and corporate level.

Lead officer responsible for signing off the EqIA: Ian Wright

Role: Service Manager

Date: 23/12/15

**To:** City Executive Board  
**Date:** 14 July 2016  
**Report of:** Head of Community Services  
**Title of Report:** Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the Council's leisure facilities

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	The report recommends that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2016/17.
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Linda Smith, Leisure, Parks and Sport
<b>Corporate Priority:</b>	Strong, Active Communities; Vibrant, Sustainable Economy; Cleaner, Greener Oxford City Council.
<b>Policy Framework:</b>	Leisure and Wellbeing Strategy, 2015 to 2020.
<b>Recommendation:</b> That the City Executive Board resolves to:	
1. Endorse the Fusion Lifestyle Annual Service Plan for 2016/17.	

<b>Appendices</b>	
Appendix 1	Fusion Lifestyle's Annual Service Plan summary 2016/2017
Appendix 2	Risk Register
Appendix 3	Initial Equality Impact Assessment

## **Introduction and background**

1. In March 2009 the council entered into a contract with Fusion Lifestyle (Fusion) a social enterprise with charitable status to manage the Council's Leisure Facilities.
2. In February 2014 the City Executive Board agreed to extend the contract for the development, management and operation of the City's leisure centres for a five year period to April 2024.
3. Fusions 2016/17 Annual Service Plan (Plan) builds on the Council's approach to delivering world class leisure provision to Oxford's residents.

4. The contract with a social enterprise whose sole focus and extensive expertise is operating leisure facilities has greatly improved the user experience, alongside savings of around £660,000 per year.
5. Over this period facilities have been greatly improved with around £13.5 million of investment, which has in the main been funded by the contract savings.

### **The 2016/ 17 Plan**

6. Leisure provision in the city is continuously improving since the collaboration with Fusion in 2009 and supports the Council's strategic aims. The 2016/17 Plan is focused on delivering the Council's priorities in the most effective and efficient way and places significant focus upon:
7. Accessible and affordable leisure opportunities through pricing structures at appropriate and inclusive levels.
  - Usage has increased by 54<sup>1</sup> per cent on pre contract levels, now totalling around 1.3 million visits a year.
  - The main increase in usage is in our target groups (people from areas of deprivation, Black, Asian and Minority Ethnic Groups (BAME), people, older people, disabled people, women and girls and under-17s), which have increased from 148,000 visits in 2009/10 to 542,000 visits in 2015/16<sup>2</sup>.
8. Improving health and well-being by positively promoting and delivering the benefits of healthy living and active lifestyles.
  - Pilot healthier vending machine scheme at Leys Pools & Leisure Centre.
  - In partnership with Oxfordshire Sport and Physical Activity – OxSPA - Active Women programmes designed to overcome barriers that prevent women being active.
  - Provision of reduced cost facilities to local groups such as Oxford Swans disability swimming group.
  - Exercise on referral scheme in partnership with local Health Practitioners and OxSPA.
  - Healthy Body, Healthy Mind initiative in partnership with Oxfordshire Mind.
  - Low cost, low commitment and social No Strings Badminton programmes.
9. Supporting the council's Youth Ambition Programme.
  - Council funded free swimming sessions and lessons for those under 17 years of age and living in the city.
  - Junior Gym sessions in city leisure facilities.
  - Affordable leisure memberships offer for those less able to afford to participate.
  - Venue provision for Youth Ambition projects.

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1, 2, 3, 4, 5. Based on April 2015 to February 2016 visits



10. Tackling climate change and promote sustainable environmental resource management providing quality through continuous improvement.

- OCC has been working in collaboration with Fusion on a range of Carbon reduction projects, such as:
  - Solar Photovoltaics
  - Biomass wood chip boiler
  - Voltage Optimisers
  - Waste Heat Recovery
  - LED Lighting
  - Pool covers
  - Boiler optimisation and upgrades
- Since 2011 an estimated 212tonnes of carbon dioxide per year has been avoided and estimated £41,000 per year saving in energy spends. This has been achieved against a backdrop of a large increase in participation and indicates good progress and commitment with the Councils priority to reduce carbon emissions.

11. Driving value for money by ensuring that the leisure offering is of a high standard and innovative.

- The net subsidy per customer has reduced from over £2.14 to £0.08<sup>3</sup> and is on target to reduce to reach zero by 2017.
- Additional increases in the Oxford Living Wage and energy costs have been absorbed.
- Quest (the sport and leisure industry quality and customer assurance scheme) has been achieved and maintained at all the centres, with Ferry Leisure Centre achieving “Quest excellent.”
- Development on time and within budget of the Leys Pool and Leisure Centre.

12. Delivering Service Excellence by striving to achieve an excellent customer satisfaction rating.

- Currently very high customer satisfaction levels - 95 per cent<sup>4</sup> satisfied and 60 per cent<sup>5</sup> of customers rate the centres as excellent.
- The Council's leisure management partnership with Fusion was a recognised finalist in the 2015 Association of Public Service Excellence - APSE - Service Awards.

## **Development of the 2016/17 Plan**

13. The 2015/16 Plan was developed between Fusion and council officers and agreed by the Leisure Partnership Board. The Board consists of representatives from the following groups:

- Leisure centre customers
- Older people
- Young people
- Executive member (labour) with the responsibility for leisure
- Liberal democrat with the responsibility for leisure
- Senior Council and Fusion Officers
- Public Health
- Oxfordshire County Council - Early Intervention

The function of the Board is to oversee the delivery of the city's corporate objectives through the leisure contract. An effort has been made to broaden input into the Board and over the last year there has been more attendance and contribution from Public Health, Early Intervention and Young People.

14. Preparation of the 2016/17 Plan has incorporated:

- Review of performance from contract commencement
- Review of achievements in respect of national and industry relevant benchmarks
- Commitments and intentions set out in Fusion Lifestyles tender submission
- Liaison with stakeholders
- Linkage to the Council's corporate plan

15. A summary document will clearly set out the Plan headlines and be available to customers, staff and other key stakeholders. The document will be printed in a format consistent to previous contract years. (Appendix One, Fusion's 2015/16 Summary Plan).

16. There are no alternatives to the proposed Plan.

## 2016/17 Performance Targets <sup>6</sup>

17. Key targets committed to in the 2016/17 Plan include:

Key 2016/ 2017 objectives	2015/16 estimated outcome	2016/17 target
To reduce the subsidy per user in leisure facilities	£0.08	£0.00
Year-on-year increase in participation by resident in the most deprived wards in the city	163,000 visits	171,000 Visits
Year-on-year increase in participation by people over 50 years of age	124,000 visits	130,000 visits
Year-on-year increase in participation by women and girls.	498,000 visits	523,000 visits
Year-on-year increase in participation by people aged under 17 years.	211,000 visits	221,000 visits
Year-on-year increase in participation by Black, Asian and Minority Ethnic people	87,000 visits	91,000 visits
Year-on-year increase in participation by people with a disability.	20,000 visits	21,000 visits
Year-on-year increase in participation by key target groups <sup>7</sup> .	606,000 visits	636,000 visits
To maintain customer satisfaction levels at leisure facilities above 95% (Good, Satisfactory, Excellent).	>95%	> 95%
Striving for excellence with the aim on achieving an excellent customer satisfaction rating. <sup>8</sup>	62%	65%
To retain Quest accreditation at four facilities at least “good” level. One at Quest Excellence	5 facilities	5 facilities
Reduce utility consumption against the 2013/14 baseline.	2 per cent	2 per cent

18. The overall number of customer visits to leisure facilities in 2015/16, is expected to be more than more than 1.4 million, an increase of 64 per cent since contract commencement; approximately 556,000 more visits per annum when compared with the period prior to the transfer to Fusion.

19. The number of visits to leisure facilities by target groups continues to increase. The biggest percentage uplift is in target groups.

<sup>6</sup> Based on April 2015 to February 2016 visits

<sup>7</sup> Young People, Older people, those with disabilities, BAME and those from areas of deprivation.

20. Most of the 2015/16 figures are outcomes, for some we are waiting for final participation figures from Fusion.
21. Over the next year we will be investing £50,000 in planned maintenance. We will also be installing a new multi-use games area and new parking bays at The Leys Pools and Leisure centre.
22. Competitor benchmarking against neighbouring leisure providers continues to demonstrate that fees and charges in city leisure facilities continue to be at least comparable.
23. The Bonus concessionary membership scheme continues to offer those in receipt of one of 15 eligible benefits, and their dependents, reduced rates on activities at all our leisure facilities.

### **Performance Management**

24. There will be an on-going review and monitoring process for the Plan. This will incorporate management scrutiny, monthly client performance reports, monthly meetings between key representatives of the Council and Fusion, quarterly Leisure Partnership Board meetings and a formal review in advance of the 2017/18 planning process.

### **Environmental**

25. The Plan has targets and actions that will have a positive environmental impact. These contribute to the Council's commitment for tackling climate change, promoting sustainable environmental resources, and to the reduction of carbon and water. The partnership between the Council and Fusion will continue to stretch this and where additional investment is required it may be possible to build sound business case.

### **Financial implications**

26. Savings from the contract with Fusion are already reflected in the council's budget and the risk for achieving these is Fusions. The management agreement also contains provisions to share Legal issues.
27. The Council has a contractual relationship under which the council's leisure facilities are managed by Fusion. The Leisure Management Agreement sets out the range of contractual requirements with which Fusion must comply. Fusion's delivery of the Service Plan is a contractual commitment.

### **Level of risk**

28. There is a low level of risk to service provision. The contract has a good track record, strong contract management and member scrutiny. Descriptions and mitigation for this level of risk are demonstrated in the Risk Register, (Appendix Two).

### **Equalities impact**

29. Targets and actions within the Plan ensure equitable access to improved facilities and encourage increased usage for underrepresented and concessionary groups. , in accordance with the equalities impact assessments and action plan, (Appendix Three).

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<b>Background Papers:</b> None
1 Fusion Lifestyle 2016/ 2017 Annual Service Plan

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# Annual Service Plan

## 2015/2016

[www.oxford.gov.uk](http://www.oxford.gov.uk)



[www.oxford.gov.uk/leisure](http://www.oxford.gov.uk/leisure)

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Fusion Lifestyle is a registered charity working in partnership with Oxford City Council to manage your local leisure facilities.



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## Annual Service Plan

Oxford City Council and Fusion Lifestyle have a clear vision for a world class leisure facilities for everyone in the City. Our ambition is to ensure that the City's leisure facilities are available to everyone and offer the highest possible standards.

In March 2009, Fusion Lifestyle commenced the management of the City Council's leisure facilities.

Fusion has developed an Annual Service Plan that describes the organisation's performance against 2014/15 objectives and sets out Fusion's targets for the delivery of leisure services in the year from April 2015 - March 2016.

This leaflet summarises Fusion's Annual Service Plan and gives our customers, staff and stakeholders a clear idea of our objectives for the year ahead.

## Performance Review 2014/15

The Performance Review element of the Annual Service Plan is a review of performance against the 2014/15 Annual Service Plan.

### **Financial:**

- Subsidy per user has reduced from £2.33 in 2009 to £0.54 in 2014/15
- Bonus concessionary membership offer was held for a sixth consecutive year.

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### **Participation:**

- Since starting the contract with Fusion the overall number of visits to leisure facilities has increased 53%. Just less than 470,000 more visits when compared with the period prior to the transfer to Fusion
- Overall participation has increased year on year by 112,447 to 1,316,114
- 26% increase in users aged over 50
- 28% increase in users aged under 16
- 23% increase in users with disabilities
- 8% increase in users from black, minority and ethnic users
- 6% increase in women and girl users



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## Performance Review 2014/15

- 13% increase in 60+ swim participation
  - 36% increase in under 17 swim participation
  - 29% increase in casual swimming.
- 

### Customer Satisfaction:

- Overall customer satisfaction of 98% up 2%
  - User groups, customer forums and management forums embedded at each site.
- 

### Health and Safety:

- Compliance scores: Barton Leisure Centre 99%, Leys Pools and Leisure Centre 93%, Ferry Leisure Centre 95%, Hinksey Outdoor Pool 99%, Oxford Ice Rink 90%
  - All Oxford sites fully compliant with Occupational Health and Safety Advisory Services Audit of Health and Safety Management.
- 

### Facility Management:

- Maintained International Standards ISO 14001, 14002 and 9001 following external audit assessment
  - 99% of Planned Preventative Maintenance undertaken
  - Leisure industry quality standard Quest Accreditation maintained at Barton Leisure Centre, Leys Pools and Leisure Centre, Oxford Ice Rink and Ferry Leisure Centre at a rating of 'Good', and at Hinksey Outdoor Pool, a rating of 'Satisfactory'.
- 

### Staffing:

- Over 2,000 hours training delivered in all leisure facilities
- One apprenticeship completed and employed in a permanent contract
- Two new apprentices appointed for 2015
- Oxford living wage being paid
- New Divisional Head Teacher appointed to develop swimming
- Staff quarterly awards introduced to recognise and reward achievement.

## Performance Review 2014/15

### Marketing:

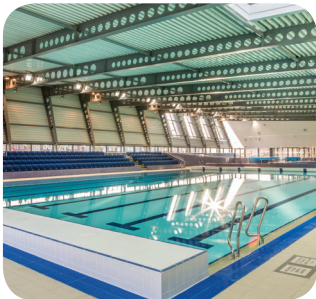
- Total website visits over 437,10, a 45% year-on-year increase
- Successfully delivered an open weekend which attracted over 12,000 visits to Leys Pools and Leisure Centre
- Reward Card holders (Pay As You Go loyalty card) holders now over 14,000 for the first time
- Social media continues to grow rapidly with 15,100 Facebook likes, up 58% in year
- New Swim School Direct Debit membership introduced.

### Sports And Community Development:

- Positive and proactive partnerships developed with key stakeholders including; Badminton England, Amateur Swimming Association, Oxford Sports Partnership, local sports clubs and schools
- Winter swim at Hinksey Outdoor Pool on Valentines day
- Healthy living and active lifestyles promoted through; Exercise On Referral action plan, Cardiac Rehabilitation, Active Women and GO Active Get Healthy projects and support of the council 'Youth Ambition Programme'
- Obtained £23,000 in external facilities funding
- Commonwealth Games engagement event with local schools.

### Facility Developments:

- New Leys Pools & Leisure Centre opened January 2015
- £400,000 invested in Ley Pools & Leisure Centre, this included new state of the art fitness equipment in the gym.



## 2015/16 Objectives and Targets

### Partnership Development:

- Agree partnership funding to maintain the Go Active programme in Oxford
- Support many partnerships including; GO Active, Get Healthy, get into Sport, Active Women, Youth Ambition, Sportivate
- Support Oxford City Council developing programmes at new Leys Pools and Leisure Centre.

### Financial:

- Deliver a 10% year-on-year reduction in subsidy per user
- Ensure that pricing structures and levels across the leisure facilities are appropriate and inclusive to support target groups
- Implement Bonus Choice monthly membership offer.

### Participation:

- Deliver a 3% year-on-year increase in participation by users:
  - From Black, Minority Ethnic Groups
  - Aged over 50 years
  - Under 16 years; with increased emphasis on encouraging educational attainment
  - Women and Girls.
- Deliver a 5% year-on-year increase in participation by users:
  - Resident in the most deprived wards in the City
  - With a disability
  - To leisure facilities overall.
- Deliver a 3% year-on-year increase in:
  - Under 17 swimming
  - Over 60 swimming.
- Improve general access to all sites

### Customer Satisfaction:

- Maintain customer satisfaction levels at leisure facilities above 95%
- Deliver at least 6% attrition rate for Members
- Strive for excellence - 60% of customers rating us excellent

### Health and Safety:

- Ensure 100% compliance with Fusion Health and Safety Policies and procedures

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## 2015/16 Objectives and Targets

### Facility Management:

- Engage fully with the Council's priority, "to tackle climate change and promote sustainable environmental resource management," and to contribute to the Council's delivery of a reduction in carbon emissions year-on-year
  - Reduce general refuse by 25% and increase recycling waste by 25%
  - Ensure high standards of cleaning at all times
  - Ensure high standards of repair and maintenance at all times
  - Maintain Quest accreditation at a minimum 'Good' at Ferry Leisure Centre, Leys Pools and Leisure Centre, Oxford Ice Rink and Barton Leisure Centre; satisfactory at Hinksey Outdoor Pool.
- 

### Staffing:

- Ensure that the right people are in the right place at the right time
  - Achieve an overall staff satisfaction level of 72%
  - Ensure that the Fusion workforce in Oxford is as representative as possible of the local community
  - Recruit apprentices from Oxford across the contract.
- 

### Marketing:

- Deliver a proactive and positive approach to Public Relations, such that facility and service successes are communicated and celebrated
- Deliver a 5% increase in total memberships
- Establish and maintain the highest standards of web and social media promotion
- Develop connections and outreach with local schools, youth clubs and under 18's with Sports & Community Development teams
- Launch new collateral designs and reduce print wastage
- Partnership working with local companies and organisations to promote healthy living and active lifestyles.

## 2015/16 Objectives and Targets

### Sports and Community Development:

- Maintain positive and productive partnerships with key local stakeholders and welcome stakeholder opportunities
- Develop and maintain positive and proactive closer relationships with local sports clubs, community centres and groups
- Ensure that all facility programmes are exciting, innovative and attractive to users and potential users
- Explore relevant opportunities for external funding
- Positively promote the benefits of healthy living and active lifestyles
- Develop and maintain relationships with schools and educational groups
- Develop badminton at Leys Pools and Leisure Centre.

### Facility Developments:

- Produce a programme of leisure facility development proposals and where agreed deliver these developments
- Review the current leisure facility offering
- New outdoor sports area at Leys Pools and Leisure Centre.

### Partnership Development:

- Ensure 100% compliance with all meeting, reporting and performance monitoring requirements
- Explore opportunities for the Council and Fusion to extend their relationship in respect of other facilities in Oxford
- Support the council in the delivery of leisure across Oxford
- Optimise the benefits of the partnership between Fusion and Oxford City Council
- Ensure leisure facilities are self sufficient with no burden on the tax payer.



## Tell us how we are doing

In presenting this summary of the Annual Service Plan for 2015/16, we are keen to gain as much feedback as possible from customers, staff and other key stakeholders.

We want to know if you think we are trying to do the right things, whether or not we are achieving our objectives and what key targets we should be considering when we start to prepare our next Annual Service Plan for 2016/17.

**All feedback is gratefully received and there is a range of ways in which you can tell us what you think:**

- Talk to our staff
- Complete one of our "Please Tell Us What You Think" comment cards, available at each of the leisure facilities
- Attend one of the Customer Forums that will be organised across the facilities through the course of the year
- Pass your comments to a representative of the User Groups that meet at each facility
- Attend one of our regular management surgeries that will be held through the course of the year
- E-mail [wayne.hawkins@fusion-lifestyle.com](mailto:wayne.hawkins@fusion-lifestyle.com)
- Write to Fusion's Divisional Business Manager, c/o Leys Pools and Leisure Centre, Pegasus Road, Blackbird Leys, Oxford, OX4 6JL

Thank you for taking the time to read this leaflet. Your opinion is valued and we look forward to hearing from you.

If you need a translation, a **LARGE PRINT** version or a copy of this publication in another format, please contact us.

Appendix Two: Fusion Lifestyle 2015/ 2016 Annual Service Plan for the management of the Council's leisure facilities.

Risk Implications

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
Satisfaction	Dissatisfaction with delivery of leisure provision	Threat	Lack of intrinsic linkage within the Plan to enable delivery of the Council's Corporate Plan; Poor development of objectives and targets in respect of achieving the council's aspirations and vision	Stakeholder dissatisfaction, loss of income, reputation damage, loss of future opportunity.	24 Mar 16	Head of Service	2	2	2	2	1	1	None	Establishment of a detailed Annual Service Plan that sets out the strategic objectives and required actions; with a comprehensive on-going monitoring of performance in respect of key service criteria.	On-going governance	Closed	100%	Leisure & Performance Manager
Corporate Priorities	The 2016/ 2017 Annual Service Plan strategic aims do not reflect corporate priorities	Threat	Lack of assimilation with the Councils Corporate Plan	Value for money not achieved; failure to provide the aspiration of a World-Class leisure service.	24 Mar 16	Head of Service	3	3	3	3	2	1	None	Strategic direction from the Leisure Partnership Board and Active Communities Performance Board; Effective engagement with representatives of the Leisure Partnership Board and other internal and external officers; Robust development process for the delivery of the 2016/ 2017 Fusion Lifestyle Annual Service Plan.	On-going governance	Closed	100%	Leisure & Performance Manager
Savings	Failure to achieve the commitment to accessible savings	Threat	Lack of financial consideration and planning within the delivery strands of the 2016/ 2017 Annual Service Plan.	Value for money not achieved.	24 Mar 16	Head of Service	3	3	3	3	3	1	None	Robust performance and financial monitoring procedures to detect variations and put in mitigating actions.	On-going governance	Open	100%	Leisure & Performance Manager
Business Continuity	Business Continuity Planning	Threat	Failure to maintain an up to date Business Continuity Plan.	Leisure facilities unable to operate for a period of time.	24 Mar 16	Fusion Lifestyle	3	2	2	2	2	2	None	Regular review of current Business Continuity Plans and annual testing of plan.	On-going governance	Open	100%	Leisure & Performance Manager
Reputation	Reputational Risk	Threat	Failure to manage repercussions following a serious event at a facility	Loss of Council reputation	24 Mar 16	Fusion Lifestyle	2	3	1	2	1	2	None	Emergency Plan for control of media exposure.  Health & Safety monitoring and reporting regime in place and externally audited.	On-going governance	Open	100%	Leisure & Performance Manager

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**Appendix Three:**

**Fusion Lifestyle 2016/ 2017 Annual Service Plan for the management of the Council's leisure facilities.**

**Initial Equalities Impact Assessment**



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<b>Service Area:</b> Community Services	<b>Section:</b> Active Communities	<b>Key person responsible for the assessment:</b> Leisure and Performance Manager	<b>Date of Assessment:</b> 24 March 2016
<b>Is this assessment in the Corporate Equality Impact assessment Timetable for 2013-2015?</b>		Yes	No
<b>Name of the Policy to be assessed:</b> <ul style="list-style-type: none"> <li>• Leisure and Wellbeing Strategy 2015 to 2020</li> <li>• Fusion Lifestyle's 2016/ 2017 Annual Service Plan for the management of the Council's leisure facilities.</li> </ul>		<b>Is this a new or existing policy</b>	Existing

**1. Briefly describe the aims, objectives and purpose of the policy**

The overriding objectives of the leisure management contract are:

- To develop world-class leisure facilities and to improve the value for money they offer;
- To reduce the overall subsidy for leisure services, prior to 2009 the subsidy per user was one of the most expensive in the country;
- Alongside the benefits of a successful contract such as increased participation, an upward cycle of continued improvement, and an improved public realm, there is also a surplus share arrangement that encourages the Council to support Fusion Lifestyle to exceed their contractual financial targets and provide further leisure investment.

The quality and service standards are high and facilities will be accessible with diverse and with inclusive programmes.

- Charging at market rate for those that can afford and running a highly cost effective service so that a surplus is created to fund a progressive concessions programme.
- Central part of the Corporate Plan for 2016-2020

The vision for delivery of leisure facility provision is to:

- Continuously improve the service for all users
- Reduce the subsidy per user
- Have greater energy efficiency from the leisure facilities
- Provide modern world-class leisure facilities to enhance the quality of life for everyone.

<p><b>2. Are there any associated objectives of the policy, please explain</b></p>	<p>The Leisure Facility Review (May 2009) detailed the Council's strategic approach to developing a city wide leisure offer that includes all facilities irrespective of ownership across the city. The review detailed a sustainable way forward for our leisure facilities.</p> <p>The Leisure &amp; Wellbeing Strategy 2015 to 2020 is the services overarching strategy; the delivery of the strategy is supported by the Green Space Strategy, the Playing Pitches Strategy and the Youth Ambition Strategy. The strategy has three priorities:</p> <p><b>Objective 1 – A world class leisure offer</b>        The leisure offer is anywhere sport and physical activity can take place. Alongside traditional facilities such as leisure centres it includes parks, community centres, waterways, children's centres, business premises and community buildings such as churches and village halls.</p> <p><b>Objective 2 – Our focus sports</b>        This strategy continues to designate <i>focus sports</i>. The Sport Team will remain focused on creating innovative and inclusive sporting pathways that drive up participation through a joined up leisure offer.</p> <p><b>Objective 3 – Partnership working</b>        Much of the progress in recent years has been achieved through effective partnership working and taking a place leadership approach to increasing physical activity levels. The Council's Sport and Leisure team have an excellent reputation; this has helped bring in external funding and resulted in far greater outcomes being achieved and this approach needs to be built on.</p>
<p><b>3. Who is intended to benefit from the policy and in what way</b></p>	<ul style="list-style-type: none"> <li>• Users of all leisure facilities in Oxford;</li> <li>• Local tax payers;</li> <li>• Target Groups: Those under the age of 17 and over the age of 50 years; Black, Minority and Ethnic groups; those with disability; Women and girls; Those resident in the most deprived areas of the City; those on a low income (and their dependants).</li> <li>• City communities.</li> </ul>

**4. What outcomes are wanted from this policy?**

The policy is intrinsically linked to enabling the delivery of the Council’s Corporate Plan, and has been developed to clearly set the objectives and targets in respect of achieving the council’s aspirations and vision for delivering modern world-class leisure services.

The vision for delivery of leisure facility provision is to:

- Continuously improve the service for all users
- Reduce the subsidy per user
- Provide greater energy efficiency from the leisure facilities
- Offer modern world-class leisure facilities to enhance the quality of life for everyone.
- Targeted improvements in use by under-represented groups, women, older people, BME.

**5. What factors/forces could contribute/detract from the outcomes?**

- The general economic climate.
- Competition from the wider leisure industry.

**6. Who are the main stakeholders in relation to the policy**

- Oxford City Council;
- Councillors;
- Fusion Lifestyle;
- Facility users;
- Residents;
- Partners
- Communities

**7. Who implements the policy and who is responsible for the policy?**

Community Services – Active Communities; Head of Service; Executive Director Community Services

**8. Are there concerns that the policy could have a differential impact on racial groups?**

¥

No

<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council's commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"><li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li></ul> <p>There is no pricing differentiation due to racial group.</p>
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<p><b>9. Are there concerns that the policy <i>could</i> have a differential impact due to gender?</b></p>	<p>Yes</p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council's commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"> <li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li> </ul> <p>There is no pricing differentiation due to gender.</p> <p>Active Women is a project being driven by Sport England to get more women from disadvantaged communities, and more women caring for children, playing sport. The sessions are specifically designed for local women and aim to make it as easy as possible to participate and provision includes tennis, jogging, football, netball, badminton, trampolining, basketball and swimming.</p>	

<p><b>10. Are there concerns that the policy <u>could</u> have a differential impact due disability?</b></p>	<p>¥</p>	<p><b>No</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council’s commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"> <li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li> </ul> <p>Those entitled to disability benefits, and their dependants are entitled to excellent discounts through the Bonus concessionary membership scheme.</p> <p>Fusion Lifestyle has an active partnership with disability swimming group ‘Oxford Swans’ who hold sessions at Ferry Leisure Centre and Leys Pools and Leisure Centre.</p> <p>Facilities comply with DDA legislation and development schemes progressed in partnership with Fusion Lifestyle give full consideration to needs of this target group.</p>	

<p><b>11. Are there concerns that the policy <u>could</u> have a differential impact on people due to sexual orientation?</b></p>	<p>¥</p>	<p><b>No</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council’s commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"> <li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li> </ul> <p>There is no pricing differentiation due to sexual orientation.</p>	



12. Are there concerns that the policy <u>could</u> have a differential impact on people due to their age?	Yes	No
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council's commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"> <li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li> </ul> <p>Concessionary fees and charges are available to these targeted groups. Additionally the Council continues to provide targeted free swimming and free swimming lessons for those aged under 17 years of age and resident in the City.</p> <p>Fusion offer Primetime sessions for those aged 50 years and over.</p>	

<p><b>13. Are there concerns that the policy <u>could</u> have a differential impact on people due to their religious belief?</b></p>	<p>¥</p>	<p><b>No</b></p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>A wide offer of inclusive membership options and concessionary prices are available supporting affordability and participation opportunity.</p> <p>Fusion Lifestyle shares the Council's commitment to equality and diversity ensuring that services are reflective and responsive to local need. Their core charitable objectives focus on the provision of recreational and sporting services in the interests of social welfare; special facilities for target groups; and promoting community participation.</p> <p>Key elements of Fusions sports and community development plan are:</p> <ul style="list-style-type: none"> <li>• Research; Consultation; Programming; Pricing; Promotion; Partnerships.</li> </ul> <p>There is no pricing differentiation due to religious belief.</p> <p>Fusion activity programming includes ladies only sessions and swimming lessons (i.e. Barton Leisure Centre, Ferry Leisure Centre and Leys Pools and Leisure Centre).</p>	

<b>17. Are there implications for the Service Plans?</b>			YES	No	<b>18. Date the Service Plan will be updated</b>	April 2016	<b>19. Date copy sent to Equalities Officer</b>	24 March 2016
<b>20. Date reported to Equalities Board:</b>			n/a		<b>Date to Scrutiny and CEB</b>	19 May 2016	<b>21. Date published</b>	11 May 2016
<b>14. Could the differential impact identified in 8-13 amount to there being the potential for adverse impact in this policy?</b>	¥	No	<b>15. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason</b>				¥	No
<b>16. Should the policy proceed to a partial impact assessment?</b>	¥	No	<b>If Yes, is there enough evidence to proceed to a full EIA:</b>				No	
			<b>Date on which Partial or Full impact assessment to be completed by</b>				n/a	

Signed (completing officer): Lucy Cherry Signed (Lead Officer) Ian Brooke

**Team members and service areas that were involved in this process:**

**Community Services:**

Head of Service  
 Leisure and Performance Manager

**People & Equalities:**

Organisational Development & Learning Advisor/ Equalities & Apprenticeships

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**To:** City Executive Board  
**Date:** 14 July 2016  
**Report of:** Head of Community Services  
**Title of Report:** Monitoring the Community & Voluntary Organisations Grants Programme – Report for 2015/16

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To inform members of the monitoring findings of the 2015/16 grants programme.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Christine Simm, Culture & Communities
<b>Corporate Priority:</b>	Strong, Active Communities.
<b>Policy Framework:</b>	None.
<b>Recommendations:</b> That the City Executive Board resolves to:	
1	Note the results of the grant monitoring, the positive impact the community and voluntary sector is making in the city.
2.	Work with partners to understand the issues facing the community and voluntary sector in greater depth so we are better able to target our support where it is most needed and will have the greatest impact.

<b>Appendices</b>	
Appendix 1	List of Community and Voluntary Organisations (CVOs) awarded a grant through the open bidding, commissioning and youth ambition grants programme.
Appendix 2	Case studies
Appendix 3	Risk Register
Appendix 4	List of closed groups

## Introduction

1. Effective monitoring ensures that grant funding awarded is spent for the purpose it was provided and helps the council assess impact of the funded work. It provides an opportunity to find out if there are any external factors affecting the voluntary sector and how organisations are weathering these circumstances.

2. Community Services ran the following programmes shown in Table 1 in the last year. The three programmes, to which eligible community and voluntary organisations could apply, were:-

- Community & Voluntary Organisations (CVOs) Grants Programme
- Youth Ambition Grants Programme
- Holiday Activities Grant Programme (monitoring feedback for this programme is reported separately)

Table 1 below shows the amount spent by each programme.

<b>Table 1</b>	<b>Amount spent</b>
<b>CVOs grant programme</b>	
Advice & money management	£498,379
One off payments supporting objectives of the Financial Inclusion Strategy *	£20,000
Homelessness	£442,279
Inclusive arts & culture	£235,262
Community safety	£61,082
Community & voluntary sector infrastructure	£48,736
Inclusive play & leisure for disabled children & young people	£15,000
Annual open bidding grants programme	£103,204
Small grants programme	£8,673
Youth Ambition grants programme	£46,724
<b>Total</b>	<b>£1,479,339</b>

\*Payments made to the Soup Kitchen, Archway Foundation, Community Emergency Food Bank & Oxford Credit Union

### Key Findings

3. Voluntary sector organisations are feeling the impact of the national cuts with an increasing number ceasing to operate. Oxford Community and Voluntary Action (OCVA) has observed an increase in the number of groups having serious financial difficulties. For some a reduction in funding options is compounded by a lack of reserves and other significant difficulties with their organisation such as weak governance or financial planning, a lack of volunteers. OCVA have also seen a rapid increase in groups closing. 10 have been recorded as disbanding from across the County last year of which four are Oxford based groups. Others have had to reduce the services they offer, or eat into their reserves spending them on direct charity activity and operating costs looking at ways to be more creative when raising funds for their work.
4. More positively many groups have risen to the challenges and are now working more collaboratively and are sharing back office costs and office accommodation.
5. Feedback indicates that anything that the Council can do to help CVOs keep their core costs down has potential to make a real difference. Officers are giving more thought to this issue.

Despite there being fewer funding sources available for every £1 awarded through these Council's programmes last year an average of £7.44 has been matched or levered into the city by funded organisations. This represents excellent value for money and contributes towards the delivery of strategic services, projects, activities and events.

6. During 2015/16 grants were awarded to 71 CVOs. The total number of people counted as benefitting from projects and activities funded through these grant programmes was 268,866 however, there will be some double counting with some individual's benefiting from more than one project.

### **Addressing Council Priorities**

7. The community grants, whether as part of our commissioning programme or through open bidding and small grants, provides funding to CVOs who help the Council in meeting its Corporate Plan objectives and improve quality of life for Oxford residents. This would particularly help vulnerable people, promote community cohesion and promote a positive future for young people.

### **Social Impact of the community grants programme**

8. This is a very challenging time for the City's CVOs and City Council funding is considered vital by many of the CVOs it supports. Grant recipients and OCVA feedback during the year was that CVOs are being asked to do more and more to support vulnerable clients at a time when funds are getting scarcer and citizens face increased pressure on time for volunteering. Below is set out some indicators of the social and community impact of the grants programme.
9. Areas where the grants programme is making a significant impact include:-
  - Developing and expanding volunteer delivery of a wide range of key community services including befriending of isolated older people, teaching English to asylum seekers, food banks for clients unable to access benefits, children's activities in deprived localities, ensuring residents in regeneration areas access information and news about their locality, cultural and family events.
  - Making a real difference to local communities, improving the quality of people's lives and their life chances by funding the advice centres to support people out of debt and look at ways to increase their income.
  - Funding organisations working with homeless people and rough sleepers to help them make life changing choices, improve their accommodation, learn new skills and get into employment.
10. In July 2015 a report was published by the Citizens Advice Bureau that looked at their impact (at a national level). The report showed that for every £1 spent clients benefit by £10.94. For every £1 spent by helping people resolve problems £8.74 was saved in the wider society and the economy due to people feeling better and more confident leading to increased productivity for businesses and reductions in time spent off work due to ill health. By these estimates, Oxford City Council's contribution to Oxford CAB will have contributed £2.18 million benefit to clients and £1.75 million in savings to the wider society of Oxford.
11. Research carried out by Volunteering Matters showed that 96% of volunteers feel better prepared for employment or education after volunteering. The Parasol Project was awarded funding for their youth volunteering project. 28 young people (12 with

a disability) aged between 15-25 years old gave 4,104 volunteer hours for the project last year. Using the national hourly wage for young people aged between 18 – 20 years old (£5.30) Parasol's volunteer contribution alone equates to a financial value of £21,751.20. See Appendix 2 for case studies from this project.

12. A social impact report published last year by Aspire Oxford showed that for every £1 invested in the organisation they delivered £5.50 of social benefit, Aspire estimate that work facilitating the transition of people from homelessness into accommodation and employment or volunteering the organisation has saved the Government (at national and local levels) £3.4 million by preventing homelessness, re-offending, substance misuse and anti-social behaviour.
13. An evaluation undertaken by the Oxford Sexual Abuse and Rape Crisis Centre demonstrated that 90% of service users felt more in control of their lives and reported better health and wellbeing as a result of the service they received. Research into early intervention in domestic violence and abuse (published by the Early Intervention Foundation in 2014) showed economic output losses (measured as time off work, half borne by employers and individuals) of £2.7 billion and human and emotional costs calculated at £17.1 billion. For every £1 invested in services supporting victims of sexual and domestic abuse, it's calculated that between £5 and £11 of social value is generated for women, their families and the State. By a conservative estimate, the social value of Oxford City Council's investment is £75,000, leveraging additional social value of £556,875 from other donors.

### **Process for gathering monitoring information**

14. One of the conditions for funding is that organisations agree to provide qualitative and quantitative reporting on the grant received. In most instances this is received via a completed monitoring form. In other cases, a site visit by officer(s) takes place or a combination of both dependent on scale or perceived risk of grant.
15. All organisations returned their monitoring during the year which is an improvement on previous years and reflects more business like relationship with CVOs.

### **Monitoring Information**

16 Appendices 1 and 2 provide the following information:-

- Name of organisation / group
- Amount of grant awarded
- Description of project/activity
- Number of beneficiaries
- Brief description of what was achieved
- Total amount of match funding and / or funding levered in as a result of Oxford City Council funding.
- Case studies from a variety of organisations.



- 17 Table 2 below summarises the information listed in Appendix 1 for grants awarded through the 2015/16 Open Bidding Programme.

**Table 2 – Annual Open Bidding Summary – grants up to £10,000**

Number of projects awarded a grant	Total amount of Grant Awarded	Total of other funding matched or levered in	Number of Beneficiaries from these projects	Some of the things the funding paid for
20	£104,484	£389,472	8,363 plus 20,000 households that received community newsletters	Community activities & events plus local newsletters

For each £1 invested in the annual open bidding, simplistically the equivalent of £3.73 in additional funding was leveraged by CVOs into Oxford.

18. Table 3 below summarises the information in Appendix 1 for grants awarded through the small grants programme during 2015/16.

**Table 3 - Open Bidding – small grants of up to £1,000**

Number of projects awarded a grant	Total amount of Grant Awarded	Total of other funding matched or levered in	Number of Beneficiaries from these projects	Some of the things the funding paid for
13	£8,673	£106,815	5,343	Community events, young people activities

For each £1 invested in small grants open bidding, simplistically the equivalent of £12.32 in additional funding was leveraged by CVOs into Oxford.

- 19 Whilst the income leveraged figure for the small grants programme is considerably higher than for other grant programmes, it should be noted that useful comparison is limited since leverage figures take no account of the ease of fundraising for smaller one off projects and community events. Comparison also doesn't take into account complexity of need of a target group or level of impact sort (counselling to a traumatised client versus the staging of a one off event).
20. Table 4 below summaries the information listed in Appendix 1 for grants awarded through the 2015/16 Youth Ambition grants programme.

**Table 4 – Open bidding - summary from Youth Ambition Grants Programme – grants of up to £10,000**

Number of groups funded	Total amount of Grant Awarded	Total of other funding matched or levered in	Number of beneficiaries of these project	Some of the things this funding paid for
7	£46,724	£95,294	194	Volunteering, FGM awareness, raising awareness of how to stay safe, music

For every £1 invested in the youth ambition programme, the equivalent of £2.04 in additional funding was leveraged by CVOs into Oxford.

21 Tables 6 & 7 below summarises the information listed in Appendix 1 for grants awarded through the 2015/16 commissioning programme.

**Table 6 – Commissioned Grants Summary**

<b>Commissioned Theme</b>	<b>Number of groups funded</b>	<b>Total amount of Grant Awarded</b>	<b>Total of other funding levered in</b>	<b>Number of Beneficiaries from these projects</b>	<b>Some of the things the funding paid for</b>
Arts & Culture	11	£235,262	£4,031,810	242,930	Training in film & digital media, music, Twinning events
For every £1 invested in the Arts & Culture commissioning programme the equivalent of £17.13 in additional funding was leveraged by CVOs into Oxford.					
Homelessness*	10	£422,279	£4,948,992	1523 plus 120 households	Day centres, life skills, specialist workers,
For every £1 invested in the Homelessness commissioning programme £11.71 in additional funding was leveraged by CVOs into Oxford.					
Community Safety	4	£61,082	£134,842	708	Domestic violence outreach, helpline service for victims of sexual violence,
For every £1 invested in the Community Safety commissioning programme the equivalent of £2.20 in additional funding was leveraged by CVOs into Oxford.					
CVOs infrastructure	1	£48,736	£293,013	655 organisations who are members of OCVA of which 53% are in Oxford City	Providing information, support and advice to the voluntary sector.
For every £1 invested in the CVO Infrastructure commissioning programme the equivalent of £6.01 in additional funding was leveraged by the organisation into Oxfordshire.					
Play & Leisure Activities for Disabled Children & Young People	1	£15,000	£215,546	139	Supporting disabled children and young people to participate in inclusive mainstream play
For every £1 invested into the Play & Leisure Activities for Disabled Children & Young People the equivalent of £14.36 was leveraged by the CVO into Oxford.					
<b>Totals</b>	<b>27</b>	<b>£782,359</b>	<b>£9,624,203</b>	<b>245,300 people, plus 120 households &amp; 655 CVOs</b>	

\* 12 grants were awarded through this programme however two projects were delivered by the Council (Sanctuary Scheme & Welfare Reform Team see appendix 1 for details of these two projects)

**Table 7 - Summary from Commissioned Advice Centres**

Number of Organisations	Total amount of Grant Awarded	Number of Beneficiaries from these projects	Total of other funding levered in	Total Benefit take up	Total amount of Debt Written Off
4	£498,379	9,666	£799,124	£3,806,632	£995,685

For every £1 invested in the commissioned advice centres, the equivalent of £1.60 in additional funding was leveraged by the advice centres into Oxford.

### Financial implications

22 The report demonstrates the value of the Council’s grants programme.

### Legal issues

23 There are no legal implications.

### Level of risk

24 Please see Appendix 3 for risk.

### Equalities impact

25 Grant funding awarded to community and voluntary organisations has a significant and positive impact on equalities and promotes community cohesion. Grants actively supported the achievements of equality by otherwise marginalised groups, such as funding supplied to Oxford Friend, to Oxford Sexual Abuse & Rape Crisis Centre, for a domestic violence case worker and to the Parasol Project that provides inclusive play and leisure activities for disabled children and young people. In addition 57% of the Council’s funding benefited people in localities facing multiple deprivation or inequalities.

26 When applying for grant funding each organisation has to supply a copy of their equal opportunities statement to confirm they comply with this legislation

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Job title	Grant Officer
Service area or department	Communities Team
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<b>Background Papers:</b>	
1	Annual Reports from funded organisations
2	Aspire Oxford Social Impact report
3	The value of Citizens Advice service
4	Report on the Early Intervention in Domestic Violence and Abuse

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APPENDIX 1

Grants to Community & Voluntary Organisations

Annual Open Bidding - 2015 / 2016

Grants Awarded under Council Priority - Strong & Active Communities

organisation/project	Grant Awarded (£)	Description of project	Number of people benefiting	Achievements / Outcome	Other funding received for this project (£)
Archway Foundation	£5,000	A project that supports individuals suffering from loneliness.	342	400 individuals held on database, of which 342 are from across Oxford. At any one time they can be in contact with up to 300 people. They have recorded 212 people accessing social sessions and events who have been befriended by volunteers who listen and explore ways to offer further support. Users also have opportunities to meet other people in similar situations and engage in organised events.	£9,496
Ark T Centre	£6,556	Ark T Centre is a creative arts project that provides a whole range of creative workshops, dance workshops & music classes. With a recording studio for young musicians. Funding was awarded to engage with 30 young people from disadvantaged areas of the city and inspire them to be active participants in the Youth Music Project.	45	<ul style="list-style-type: none"> <li>•32 young people were directly involved with the music project, attended 16 x 2 hour sessions where they learnt about music production, song writing, running &amp; booking events, gig etiquette.</li> <li>• 2 live gigs were held during the year. Audience numbers recorded showed 90 people attended.</li> </ul>	£2,085
Asylum Welcome	£7,500	Asylum Welcome works to help reduce the poverty, suffering and social isolation of asylum seekers and refugees in Oxfordshire. Funding was awarded to contribute towards their core costs to support asylum seekers and refugees living in Oxford. .	327	<ul style="list-style-type: none"> <li>•268 individual service users have received support through their information and signposting service.</li> <li>• 108 individual service users have been supported through their education team, this has provided 228 hours of 1:1 in-house ESOL teaching with 36 students trained by volunteer teachers..</li> <li>• Asylum Welcome run a food bank and 810 visits were recorded (this is store cupboard items not fresh food)</li> </ul>	£223,580
Blackbird Leys Adventure Playground	£7,500	Funding was awarded to contribute towards the general running costs of the play group. In term time they are open Monday to Friday from 3pm to 5.30pm. During half term and school holidays they are open 10am to 4pm.	168	The average attendance each evening is 25 but during half term or school holidays this goes up to 49 children attending on a daily basis.	£20,863
Blackbird Leys Community Development Initiative	£7,500	The Clockhouse Project - develops and runs activities for local residents over 50 living in and near the Leys, promoting healthy life styles. Funding was awarded to enable the project to run free or low cost activities.	179	<ul style="list-style-type: none"> <li>• Activities and events were held in 7 different community venues around the estate.</li> <li>• 42 people have used the project for the first time this year</li> <li>• The age range of users was from 50 to 90 plus</li> </ul> Feedback from attendees have stated that they have noticed improvements in their health, improved flexibility, feeling more cheerful, joints less painful, sleeping better, easier breathing and more energetic.	£27,150
Community Emergency Food bank	£5,000	The Community Emergency Foodbank runs from St Francis Church, Holloway and is open every Tuesday and Friday from 12 noon to 2pm. Funding was awarded to contribute towards the generally running costs of this project.	2,031	During the year 2031 people received food from the food bank for the period from April 2015 to March 2016. Information collected from users of the foodbank show that benefit sanctions and late benefits payments are the main reasons people rely on food banks	£12,466
Cotteslowe Community Association	£2,500	Funding was awarded to contribute towards their 2015 summer Playscheme	52	52 children aged between 5 to 11 years old attended a three week playscheme at Cotteslowe Community Centre. Activities included art, dance, drama, learning about healthy living, exercise sessions and visits off the estate	£0
Cotteslowe Seniors Group	£1,000	A lively supportive group for the over 50's living in the Cotteslowe area. Funding was awarded to contribute towards adapted transport to enable people to attend sessions, outings and events.	30	The funding directly benefited 30 members of this group. It paid for special wheel chair compatible transport that enabled these members to attend events and trips.	£0

APPENDIX 1

Grants to Community & Voluntary Organisations

Annual Open Bidding - 2015 / 2016

Grants Awarded under Council Priority - Strong & Active Communities

Donnington Doorstep Family Centre	£5,000	A free drop in facility for young people aged 8-18 years old that aims to improve the knowledge of those attending with a better understanding of what it means to be healthy, stay safe, enjoy and achieve.	125	During 2015/16 125 children and young people used the drop in facility at Donnington Doorstep of which 33 received 1:1 support. This support can vary from intensive working with the family to just needing a little extra help assessing the sessions.31% this year were from BME communities.	£25,123
Dovecote Voluntary Parent Committee	£2,750	Funding was awarded to contribute towards training volunteers and support current provision of play activities for children and young people.	100	100 children and young people have benefited from activities and opportunities to help them build self confidence and resilience. 2 volunteers got involved with the project.	£14,000
Innovista - Thrive Project	£6,000	Funding was awarded to contribute towards running an intensive mentoring programme for 6 boys and 6 girls from Barton & Sandhills	13	5 girls and 8 boys have received 1:1 mentoring through this project. All 13 young people set realistic and well-informed life goals. Many of these were centred around improving school attendance, others included improving physical health, anger management, increasing independence despite disability and improving school grades.	£9,900
Leys Community Market	£2,475	Funding was awarded to contribute towards publicity and promotion of the market.	300	300 people have benefited from two community markets, one ran during the Summer and another was held before Christmas. Unfortunately the market has not run recently due to the loss of key committee members which has led to the closure of the group. .	£0
Leys News	£10,000	Funding was awarded to contribute towards the cost of supporting community groups with editorial guidance and publishing their community newspapers	32 volunteers supported and 20,000 households received free community newspapers	Last year 32 volunteers have been trained in community journalism and gave 154 hours to produce community newspapers across the city in The Leys, Barton, Rose Hill & Cowley. £20,000 was raised through advertising and sponsorship which goes into helping with the sustainability of the newspapers .	£27,930
Open Door	£4,465	Funding was awarded to contribute towards providing a weekly drop in service for refugees and asylum seekers.	200	200 refugees or asylum seekers have used the weekly drop in centre, with an average weekly attendance of 46. Each week they give more in-depth help to people that attend including help with completing on line forms, housing issues or visits to the GP.	£4,753
Oxfordshire Cruse Bereavement Care	£1,700	Funding was awarded to cover the start-up costs to establish a bereavement support service in three homeless hostels in Oxford	60	60 homeless people (35 with longer term support) have been supported through this service in O'Hanlon House, Lucy Faithfull House and Julian Housing.	£0
Oxfordshire Play Association	£2,500	Funding was awarded to contribute towards the delivery of two City Play and Activity Days, one play and activity day on Northway and the other on Wood Farm	1,000	The Wood Farm event took place on the 13.06.15 where 250 people were recorded attending the event, unfortunately due to heavy rain it kept many people away. The event at Northway took place on 12.09.16 to which 750 people were counted. From an evaluation taken at the event the most popular activity was the smoothie bike.	£4,839
Restore -Elder Stubbs Festival	£3,819	Elder Stubbs Festival - An annual event promoting mental health awareness and bringing the community together.	3,157	Service users were closely involved in every level of planning and running the event, 56 people with severe mental health problems increased their skills and confidence by helping out, demonstrating their capabilities and dispelling myths about mental health. A random survey was taken during the festival and 35% of those interviewed said they had learnt something about mental health by attending the festival.	£0
South Oxford Adventure Playground	£10,000	A facility that offers play and recreation opportunities for children & young people aged 5-15 years old.	114	2428 visits were recorded of children and young people attending the playground during Easter, May bank holiday and Summer. They had access to safe supervised recreational activities.	£4,237

APPENDIX 1

Grants to Community & Voluntary Organisations

Annual Open Bidding - 2015 / 2016

Grants Awarded under Council Priority - Strong & Active Communities

WEA Oxford Branch	£4,939	Funding was awarded to deliver 2 creative community art projects, one in Blackbird Leys and the other in Littlemore	53	53 people engaged in focus groups (16 in Littlemore and 37 in Blackbird Leys) 10 enrolled on 3 separate mosaic courses and 3 local people trained as volunteers on the community courses (2 in Littlemore & 1 in Blackbird Leys)	£0
Wood Farm Youth Club	£7,000	Funding awarded to contribute towards the running costs of the Wednesday evening youth club	35	Over the year 35 children and young people have been recorded attending with an average of 17 attending each week.	£3,050

**Total amount awarded**      £103,204      **Total number of beneficiaries**      8,363 plus 20,000 households      **Total other funding levered in**      £389,472

APPENDIX 1

Grants to Community & Voluntary Organisations / Groups

Small Grants awarded in 2015/ 2016

152

organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Oxford Polish Association	£780	Funding was awarded to contribute towards a family event to bring the community together and celebrate diversity	1,390	1390 people were counted attending this event from a variety of nationalities that included Polish, India, English, Hungarian, Spanish, African & Estonia	£3,950
Rose Hill Junior Youth Club	£1,000	Funding was awarded to contribute towards the costs for a sports leader for the Rose Hill Junior Youth Club	120	The number of children attending the youth club has increased to 120 with 50 regularly involved in football or other sport activities run during the club sessions	£27,434
West Oxford Community Association	£500	Funding was awarded to contribute towards the organising and running of a family fun day on 11.07.15	500	500 were recorded attending the event, 29 stalls and it took 55 volunteers helping with the organisation or running on the day.	£2,304



**APPENDIX 1**

**Grants to Community & Voluntary Organisations / Groups**

**Small Grants awarded in 2015/ 2016**

153

organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Leys Fair Steering Group	£1,000	Funding was awarded to contribute towards the organising and running of the Leys Fair that took place on 5th September 2015.	2,500	Up to 2500 local residents attended the Leys Festival and benefited from free or affordable activities plus access to information ranging from budgeting to educational opportunities.	£7,554
Oxford Hindu Temple & Community Centre Project	£750	Funding was awarded to contribute towards the 6th Summer Mela on the 13.07.15	200	Unfortunately due to a very wet day only half the number of people expected attended but there were 17 community stalls and a diverse number of people did attend.	£0
Oxford 50 plus Network	£760	Funding was awarded to contribute towards a the costs of an event for Older People on 30.09.15	450	450 people were recorded visiting the event, 136 people took part in the taster sessions that included, table tennis, meditation, seated yoga, singing and samba.	£0

**APPENDIX 1**

**Grants to Community & Voluntary Organisations / Groups**

**Small Grants awarded in 2015/ 2016**

organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Leys Information Technology Sone (LITZ)	£750	Funding was awarded to contribute towards their room hire charges for the IT Hub in the Blackbird Leys Community Centre for the period 01.09.15 to 31.03.16	71	9 IT courses ran during the period 01.09.15 to 31.03.16 ranging from 6 to 10 sessions per course. 71 people were on these courses and 69 completed. The courses ranged from IT beginners, ITQ Level 2 and 3, PC Maintenance and Build Your Own Website	£7,500
Friendleys	£200	Funding was awarded to enable a group of older people and residents from Longlands to have a day out. .	42	42 older people had a day out on the 02.09.15	£0

154

APPENDIX 1

Grants to Community & Voluntary Organisations / Groups

Small Grants awarded in 2015/ 2016

155

organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Tall Ships Youth Trust	£900	Funding was awarded to give three young people the opportunity of taking part in a week long residential on a sea going vessel where they benefit from sailing as part of a crew giving them a participative and empowering experience	1	At the time of writing this 1 young person from Barton has benefitted from a week residential as part of a crew where they faced new challenges and gained new skills. The organisations is still working with youth groups in Oxford to recruit two more young people onto the programme (one from Blackbird Leys and one from Rose Hill).	£1,530
Headington Youth Football Club	£465	Funding was awarded to contribute towards volunteer coach level 1 training and for DBS checks	10	The funding has enabled 3 volunteers to complete level 1 in coaching and 7 volunteers have DBS checked. They have 90 children registered with them and regularly attending sessions.	£438

APPENDIX 1

Grants to Community & Voluntary Organisations / Groups

Small Grants awarded in 2015/ 2016

156

organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Oxford Polish Association	£371	Funding was awarded to contribute towards the delivery of job seeking sessions for people living on Blackbird Leys and IT sessions for older people	30	<ul style="list-style-type: none"> <li>•16 people from the Polish community have been supported in CV writing and job seeking as a result 6 have found jobs.</li> <li>•10 people from the Polish community attended English speaking courses and have improved their English</li> <li>•The IT sessions attracted 4 older people from the Polish community, they learnt about Microsoft application, how to create a word document and a simple excel spreadsheet</li> </ul>	£420
Oxfordshire Advocacy	£497	Funding was awarded to contribute towards dementia training for volunteers.	23	<ul style="list-style-type: none"> <li>•11 new volunteers attended a 3 day training programme of which 3 hours focused on communication skills required to work with individuals with dementia.</li> <li>•12 existing volunteers attended a 1 day workshop that focused on working with people with dementia.</li> </ul> <p>This training has enabled them to support 81 clients from Oxford City.</p>	£54,985

APPENDIX 1

Grants to Community & Voluntary Organisations / Groups

Small Grants awarded in 2015/ 2016

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organisation/project	Grant Awarded (£)	Description of project	Number of people who benefited	Achievements	Other funding received for this project (£)
Young Women's Music Project	£700	Funding was awarded to contribute towards the delivery of 5 x 2 hour music workshops targeting vulnerable young women	6	These workshops has enable 6 young women to gain new skills and confidence in making music, the medium of music is a way to engage with young women and has enabled the project to work with a young mother with anxiety/drug dependence issues, one with confidence issues and another who is disengaged from school.	£700
<b>Totals</b>	<b>£8,673</b>		<b>5,343</b>		<b>£106,815</b>

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Fusion	28,128	This organisation fosters and promotes the improvement and development of artistic knowledge, understanding and appreciation of the arts for the benefit of the public and in particular community groups, young people, old people and people with special needs.. They aim to deliver inclusive projects with outcomes that bring people together in established cultural venues and events.	823	Developing centre-based and off site activities exploring new art forms to benefit the local community included a wide range of artistic events, short courses and one off bookings as well as 2 projects for under 19 year olds where they made musical instruments over the course of 2 afternoon sessions then participated in the Cowley Road Carnival parade. Another two hour music making session was held at the East Oxford youth club. They have 13 on going regular creative classes offering a varied programme that delivered 438 sessions over the year and had 152 people attending that generated 5121 visits. Fusion have also had 7 one off bookings from artistic groups that attracted 671 people during the year.	£42,000
Modern Art Oxford (MAO)	70,000	This organisation, located in Pembroke Street, was established to promote modern visual arts to the public. Working with artists they deliver a community & education programme aiming to increase the enjoyment and understanding of contemporary art. Funding awarded to this organisation pays the rent charges to Oxford City Council .	110,000	Over the year MAO has delivered over 90 events, including live performance, film, talks, music workshops and symposia. the live events included 5 artists talks, 17 exhibition tours, 3 perspectives talks, 19 music gigs 10 performances and 18 film screenings. Funding from Oxford City Council helped MAO secure £200,000 from the Arts Council.	£1,500,000

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Oxford Contemporary Music (OCM)	10,000	A project working with artists and musicians to promote high quality new music to the public through the delivery of community focused projects . Core funded by the Arts Council and any funding awarded will be used to lever in other sources of funding.	15,281	OCM delivered 21 live events in Oxford in 2015/16, 4 events highlighted local talent, 3 events featured international artists and 3 reached a family audience. OCM provided student work placements to 3 young people from Oxford, they gained experience in marketing, press, production, general arts administration & event management. OCM worked with East Oxford early intervention hub to deliver a wide programme of music making activities for children and young people that use the hubs service. Young people were given the opportunity to gain an Arts Award.	£196,473
Film Oxford	25,000	A project making film and digital media more accessible, delivering training to increase opportunities for individuals into this industry. Funding is used to deliver this work (including £5k to pay rent due to Oxford City Council).	2,193	314 people benefited from subsidised training last year on 45 courses. 39 places were free to those on benefits, 48 people were from a minority group, 38 people had a disability and 39 people were over 55.	£157,065

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Ark T Centre	5,000	The Ark T Centre delivers art exhibitions, creative workshops, dance and music. There's a recording studio for young musicians, rehearsal space for theatre and dance, a performance and concert area and studios for a group of resident artists.	86	During the year weekly singing sessions were delivered and an intergenerational project has been developed, 65 individuals benefit from this project of which 20% are from BME communities. Cowley News the local community newspaper is supported by this organisation, 9 volunteers gave 48 hours to produce 4 editions of the newspaper and 3000 copies were printed.	£65,275
Oxford Playhouse (OP)	24,000	An organisation aiming to raise public awareness and appreciation of the arts through theatre, dance and music. . Delivering a range of participatory opportunities for the community including youth theatre, access performances for people who are hard of hearing, deaf, blind and partially sighted, support for local artists and family friendly initiatives.	92,609	During 2015/16 they delivered 6 workshops with young people from the Leys CDI. The young people performed dance routines to an audience of family and friends. Playhouse Play Out, specifically aimed at increasing new audiences attracted over 10,000 attendees which included free access events at Cowley Road Carnival and the Christmas Light Night. They issued 1263 free tickets to community groups during the year. Over the year there were 225 family friendly performances, by or with children aged up to 19 years old. These performances attracted a total known audience of 60,501. Hey Diddle Diddle sessions for children under 4 years old performed 57 sessions for 1203 participants over the year. 81 work experience places were delivered over the year	£950,030

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APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Experience Oxfordshire	2,000	Our funding focuses on supporting marketing of cultural organisations and key city events to a tourist audience	n/k	City events and cultural organisations are promoted through Experience Oxfordshire Destination Guide, 30,000 copies were printed last year.	£65,000
Arts at the Old Fire Station	32,134	Arts at the Old Fire Station is a charity and social enterprise offering support for emerging artists and a gallery with a wide range of exhibitions, a theatre offering music and drama, a studio for all kinds of dance and workshops for artists	12,804	During 2015/16 26 emerging artists exhibited in the gallery. Developed opportunities for Crisis Skylight members which led to 16 exhibiting at a ceramics exhibition and 56 Crisis members working with 29 artists over a 14 month period to produce Before The Tempest, they performed over 3 days with 4 sold out performances. 129 different shows presented over the year, this includes amateur and student shows. 182 complimentary tickets were taken up by Crisis members	£432,900

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Pegasus Theatre	25,000	An organisation promoting the appreciation of the arts in particular for the benefit of children and young people. Strong reputation, good partnership working and good track record delivering high quality accessible arts. Delivers projects with children and young people targeting socially excluded groups	3,707	Schools and community groups from Cutteslowe Primary school, John Henry Newman Academy, Blackbird Leys Academy, Littlemore hub, Rose Hill primary school, Leys CDI, all attended shows at Pegasus Theatre last year. Throughout the year outreach dance, drama, art and music sessions took place with Cutteslowe Community Centre, Littlemore Juniors, the Dovecote Centre at Blackbird Leys, Barton Junior Youth Club, Rose Hill junior youth club and Wood Farm youth club. 12 work placements, 10 work experience, 1 apprenticeship recruited and all taking part in bespoke alternative educating provision at Pegasus Theatre. 21 young people achieved Bronze Arts Awards and an average of 14 young people attended their Members Committee over the 12 month period.	£352,737
OVADA	5,000	OVADA provide opportunities for artists to create new work, support the transfer of skills, knowledge & experience, exhibit work and build new audiences for contemporary art. OVADA has strong links to local schools and to further and higher education providers in Oxford and have developed a workshop programme with City of Oxford College (formerly OCVC).	2,003	OVADA has provided 7 outreach and 2 in house participatory workshops for art and design students from the City of Oxford College. 2 students completed work experience with the organisation. Affordable studio spaces are available for artists.	£67,930

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/p articipation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Oxford International Links (OIL)	6,000	An umbrella organisation co-ordinating twinning links and events throughout the year. Good partnership working and brings a lot into the city in both funding and culture. Funding has contributed to the delivery of this work.	924	250 people attended a high level civic representation from all twin cities where 20 readers, aged from 20 to 60 years old, took part in 18 languages. A folk group from Russia visited Oxford and played Karavai at a variety of locations widening an understanding of our links with Perm. There are two schools in Oxford and one in Grenoble that participate in school exchange projects. They are currently working on a photo exchange project their work will be exhibited in St Johns College in June 2016.	£2,400

APPENDIX 1

Commissioned Arts Organisations in 2015 / 2016

Council Priority -Strong, Active communities

Commissioned arts partner	Grant Awarded (£)	Description of work area	Total number of Beneficiaries (attendances/participation at events & activities)	Key Outcomes Achieved	Other funding levered in for these organisations (£)
Oxford Philomusica	3,000	The Oxford Philharmonic Orchestra is one of the leading orchestras in the UK. The organisation is firmly committed to outreach work by taking music to areas of social and economic disadvantage, this includes working with special schools and hospitals. The Orchestra was awarded the City of Oxford's Certificate of Honour in 2013, in recognition of their contribution to education and performance in Oxford.	2,500	During the last year there has been three Funomusica concerts for children. 100 free tickets were made available to the Council for these concerts. They visited three Oxford hospitals one of which was the Oxford City Community Hospital who work with patients who have long term age related conditions. They have worked with Pegasus School on Blackbird Leys and are developing a relationship with Blackbird Leys Academy.	£200,000
<b>Amount awarded</b>	<b><u>235,262</u></b>	<b>Total number of beneficiaries</b>	<b><u>242,930</u></b>	<b>Total amount of funding levered in</b>	<b><u>£4,031,810</u></b>

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APPENDIX 1  
Commissioning Homelessness 2015 / 2016

Grant Funding Awarded under Council Priority & Strategic Objective - Meeting Housing Needs

organisation/project	Grant Awarded (£)	Description of project	Number of Beneficiaries	Achievements	Other funding received for this project (£)
Aspire	£66,519	<p>Aspire is a Social Enterprise with charitable status. It primarily works to facilitate the transition for individuals from homelessness into independent living. This is achieved by working with people in supported accommodation to access paid employment or unpaid work programmes/volunteering. Aspire liaises directly with referring organisations such as the City's hostels and day centres to ensure that housing and employment opportunities proceed in tandem and at an appropriate pace for disadvantaged individuals</p> <ul style="list-style-type: none"> <li>Aspire offer training opportunities within their own enterprises which focus on gardening and landscaping, property maintenance and recycling. They also offer employment and training opportunities with external companies and organisation with whom Aspire hold work contracts</li> <li>Aspire is working towards becoming a self-sufficient social enterprise and Oxford City Council has therefore reduced their grant over the last three years. The organisation is progressing well towards self-sufficiency and will see a further reduction to their grant in 2016/17</li> </ul>	264	<ul style="list-style-type: none"> <li>Aspire worked with 264 individuals last year,</li> <li>22 people secured full time work and were off all out of work benefits,</li> <li>15 secured part time employment and improved their housing situation.,</li> <li>2,041 paid working days were generated by Aspire</li> </ul>	£183,880
Elmore Community Services	£27,687	<p>The Elmore Team provides practical help, emotional support, advocacy and outreach for people who have complex needs and who are not picked up through other services. The service also provides training for colleagues in the health and social services network. The grant from Oxford City Council funds a tenancy sustainment service on an outreach or appointment basis for single clients over the age of 16 who live in Oxford city. Plus a hostel in reach worker to support residents in the city's hostels with complex needs. Priority is given to Oxford City Council tenants and where there is capacity can also extend to Home Choice properties and the wider private rented sector.</p>	80	<p>The following statistics relate to individuals supported by Elmore in relation to this contract who maintained their tenancies, therefore avoiding homelessness</p> <ul style="list-style-type: none"> <li>No clients supported though this service were evicted or abandoned their property</li> <li>3 clients' cases were closed as their tenancy was no longer under threat</li> </ul>	£714,346
Emmaus Oxford Furniture Store	£20,000	<p>Emmaus Oxford is a charity that provides accommodation and work for formerly homeless individuals and also runs a social enterprise which recycles donated furniture and other household goods. Individuals live at Emmaus and work 35 hours per week, usually at the store and receive a small allowance from Emmaus. All essential bills are covered by Emmaus and Individuals are not in receipt of Job Seeker's Allowance/Income Support. £5,000 of grant assistance pays for the rent that Oxford City Council charges for the store premises</p>	31	<ul style="list-style-type: none"> <li>The average length of stay of people living at Emmaus was 33 weeks. 11 individuals left in a planned way</li> <li>The total amount of revenue made from the furniture store was £300,791</li> <li>Emmaus strives to be a self-sufficient organisation and grant funding will be tapered accordingly.</li> </ul>	£300,791

APPENDIX 1

Commissioning Homelessness 2015 / 2016

Grant Funding Awarded under Council Priority & Strategic Objective - Meeting Housing Needs

organisation/project	Grant Awarded (£)	Description of project	Number of Beneficiaries	Achievements	Other funding received for this project (£)
Oxford Homeless Pathways (OHP) - No Second Night Out Sit Up project	£41,176	Formerly known as Oxford Night Shelter, O'Hanlon House is a 56 bed hostel for single homeless adults. In addition to the accommodation the hostel provides a Day Service, which provides meals, a wet room and a range of meaningful activities. The grant from Oxford City Council contributes to the No Second Night Out Sit Up service which provides 10 spaces for rough sleepers to come in off the streets. The service was commissioned in order to provide additional capacity due to an increase in rough sleeping numbers. The service operates 7 days a week.	146	During the year 146 unique clients accessed the sit up service. Income resources for OHP shown opposite is for the whole service not just the sit up service (£13,727 additional funding was obtained for this particular work)	£3,468,271
Oxford Homeless Pathways - Housing First, Julian Housing	£35,888	Funding was awarded to Oxford Homeless Pathways for their Julian Housing project. This housing project offers alternative accommodation options to individuals who have been rough sleeping for long periods of time and who are not able to live in normal hostel accommodation. Intensive and assertive support is offered to maximise well being and improve tenancy sustainment. Oxford City Council grant pays for a support worker and a peer support worker.	5	They have 5 units of accommodation which is offered to individuals for a period of 2 years. With the intensive support all clients has successfully maintained their tenancies since spring 2014.	£0
Oxford Street Outreach & Single Homeless Service	£16,684	The Oxford Street Population Outreach team works with rough sleepers in the City. They work early morning as well as late nights in order to find rough sleepers where they are bedded down. The team responds to referrals made from partner organisations, members of the public or rough sleepers themselves and aim to locate and verify the person is rough sleeping within 48 hours.	465	During the year they had 701 contacts with rough sleepers of which 265 were with people rough sleeping for the first time. The team work with the individuals in order to access suitable accommodation and support. This may be in the city, or in an area where the individual can access the support they need.	£0
The Gatehouse	£4,185	This organisation provides an open access drop-in centre for homeless and socially excluded persons, over 25 years of age.	60	The Organisation provides sandwiches, cakes and soups, as well as hot and cold drinks, as appropriate, and fruit where possible. They also offer art and literature nights	£107,990
The Porch Steppin' Stones Centre	£41,250	Steppin' Stone is a Day centre for single homeless and socially excluded individuals over the age of 18 and being a resident of Oxford. The centre is open six days per week and offers a number of different activities including: an allotment scheme, access to computers, outings, complementary medicine, sports, arts and crafts, books and quizzes. The centre also offers laundry and shower facilities, a clothing store and counselling. Lunch and dinner is offered at a small cost. Workshops and training in life-skills are also offered and Steppin' Stone sign-post clients to other agencies, such as Aspire and Crisis, in order for clients to access employment and training opportunities	180	During the year 180 individuals were recorded as using the centre each quarter. 31 individuals were supported to obtain paid or voluntary work	£162,776
The Big Issue Foundation	£14,063	Funding was awarded to support people selling the Big Issue to help them maximise their opportunities and get support with their relevant needs in order to move to an independent life away from homelessness	47	During the year 47 people selling the Big Issue were supported through this work of which 6 improved their housing situation and 100% improved their financial situation	£10,938

APPENDIX 1  
Commissioning Homelessness 2015 / 2016

Grant Funding Awarded under Council Priority & Strategic Objective - Meeting Housing Needs

organisation/project	Grant Awarded (£)	Description of project	Number of Beneficiaries	Achievements	Other funding received for this project (£)
Young Persons Pathway	£48,980	Last year Oxfordshire County Council recommissioned the Pathway services for vulnerable and homeless young people aged 16 - 22 years old. The Pathway is an agreement between the County Council and all of the District Councils (including Oxford City Council) When a young person is assessed as homeless and unable to return home the programme provides emergency accommodation to avoid placing the young person in bed and breakfast. This is short term accommodation to provide the time to explore and identify the most appropriate housing option for the young person going forward.	84	84 young people from Oxford were supported through the project of which 36 left in a structured way that included 6 moved back with family, friends or partner, 3 moved to more supported accommodation for example foster care, parent and child accommodation, 1 to supported housing, 1 into private rented accommodation and 2 were removed by the Home Office.	£0
Welfare Reform Team, Oxford City Council	£75,847	The Welfare Reform Team work to support tenants affected by the Governments Welfare Reform agenda in particular the Bedroom Tax and Benefit Cap. They work with tenants to find ways of sustaining their tenancies through identifying exempting benefits or supporting tenants into employment. 350 households were affected by the lower benefit cap	120 households	Since October 2015 the team have engaged with 120 households	£0
Sanctuary Scheme, Oxford City Council	£30,000	The aim of the Sanctuary Scheme is to reduce the number of people who present to Oxford City Council as homeless due to threats of violence made against them. The scheme helps victims stay in their homes by installing new or improved security features such as a new door, lighting, fencing, locks and bolts. The scheme is managed within Oxford City Council's Environmental Protection Service	161	During the year 161 clients have been successfully supported with no one supported under this scheme being made homeless they have all remained in their homes.	£0

161

Total £422,279

Total number of beneficiaries

1523  
plus 120 households

Total

£4,948,992

PLEASE NOTE: Due to the nature of these services and client group some of this data may be counting individuals twice because they may be using more than one service.

APPENDIX 1  
Commissioning Community Safety 2015/2016

Grant Funding Awarded under Council Priority - Reduce Crime & Anti Social Behaviour

organisation/project	Grant Awarded (£)	Description of project	Number of Beneficiaries	Achievements	Other funding received for this project (£)
A2 Dominion Group	35,082	A project providing practical and emotional support for females and males experiencing domestic abuse. They work to improve their quality of life by working in a holistic approach to support and using family intervention. The funding was awarded to cover the cost of 1 FTE domestic violence outreach worker plus their support costs for the post	124	This post holder worked in partnership with both statutory & voluntary agencies to support & empower 59 adults (women) & 65 children affected by domestic abuse. All clients received practical and emotional 1 to 1 support, the length of time this support lasts ranged from 1 contact to 13 months so support. 1 clients identified themselves with a disability.	n/a
Children's Society in Oxford	8,000	The project delivers a range of services supporting new migrant and refugee children and their families. The children and young people they are working with are from societies that are vastly different from the UK and get mixed messages from adults, other young people and their own observations around sexual behaviour. Funding was awarded for 1 part time post to support boys and young men who are seeking asylum, refugees and new arrived children and their families with group and 1-2-1 sessions. Sessions focuses on helping them to better understand our society, its law and rules around what is appropriate and what is not. This included appropriate behaviour with girls, Internet safety and protection, stay safe, make safe choices and keep other young people safe.	12	The project ran over a 6 month period and the worker targeted 16-19 year old young men refugees and migrants who are attending ESOL courses at the City of Oxford College (formerly OCVC). Approx. 40% of the young people on this course are unaccompanied asylum seeking young people and the rest come from refugee and new migrant communities. Vulnerability among this group of young people is very high due to on-going asylum immigration processes, isolation, difficulties integrating into a new culture, trauma and high risk of getting exploited and getting involved in crimes	£19,910
Oxford Sexual Abuse and Rape Crisis Centre (OSARCC)	15,000	A telephone helpline service which is run by a team of trained volunteers. Enabling victims of sexual violence to deal with the effects of these crimes in their lives and improve access to information. The helpline is open 4 times a week and is the only agency providing specialist services for survivors of sexual abuse and rape. They are developing their service to include an Independent Sexual Violence Advisor and therapeutic counselling. Funding was awarded to contribute to the core running costs for this work	455	The telephone helpline listening service is the frontline service. The current level of service (4 session a week) has been maintained since November 2008. In 2015-16 OSARCC ran 351 telephone listening service sessions, 877.5 hours of telephone support was available to support survivors, their friends and families. In addition OSARCC ran 90 email helpline sessions and 34 peer support group sessions. The face to face support has increased by 86% over the past 12 months.	£113,375
Oxford Friend	£3,000	A confidential telephone help line that provides free advice, support and counselling to Oxfords lesbian, gay, bisexual and transgender community plus their family and friends	117	Telephone service is open 3 evenings a week from 7pm-9pm throughout the year. During the year they have sign posted 55 callers to other appropriate organisations. 18 of these callers were signposted to Topaz, a county run LGBT youth organisation which deals with a client group from age 13 to 25.	£1,557
<b>Total awarded to Community Safety</b>	<b>61,082</b>	<b>Total number benefiting</b>	<b>708</b>	<b>Total other funding levered in</b>	<b>134,842</b>



**APPENDIX 1**

**Commissioning CVO Infrastructure 2015 / 2016**

**Grant Funding Awarded under Council Priority - Strong, Active Communities**

<b>Organisation/project</b>	<b>Grant Awarded (£)</b>	<b>Total amount of other funding (£)</b>
Oxfordshire Community & Voluntary Action (OCVA)	£48,736	£293,013

**Support the development of Community & Voluntary Organisation's**

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<b>2015-16 Targets</b>	<b>Achievements</b>
1-1 support for 20 groups City-wide. Support includes funding advice, business planning, constitutions and legal structure, policies including health & safety, risk assessment, insurance, HR & employment good practice and the law. .	A total of 45 Oxford voluntary and community groups received support and advice
£250,000 raised by community & voluntary organisations in Oxford as a result of support from OCVA	12 Oxford organisations supported by OCVA secured funding that totalled £376,000 in 2015/16
Co-ordinate and deliver Third Sector conference	Conference held in October and 62 people attended this event of which 17 were from Oxford voluntary organisations.
Resource centre kept up to date and information to include volunteering.	completed and on going

**Commissioning CVO Infrastructure 2015 / 2016**

**Grant Funding Awarded under Council Priority - Strong, Active Communities**

Maintain on line directories and resources including directory of premises and directory of support services.	completed and on going
Other work carried out during the year included: Support given to East Oxford community centre reference group to multi agency group to explore areas of joint working / resource sharing in relation to health and wellbeing Community Centre Strategy group legal company to provide free access to training on legal issues that affect community groups representation on the Asylum Seeker and Refugee Group and develop a web access for people to search for refugee services in Oxford	Support given Supported the Discussion held with a Provide voluntary

**Commissioning CVO Infrastructure 2015 / 2016**

**Grant Funding Awarded under Council Priority - Strong, Active Communities**

**APPENDIX 1**

**Commissioning Specialist Play 2015 / 2016**

organisation/project	Grant Awarded	Description of project	other funding
Parasol	£15,000	Parasol provided inclusive play, social & recreational opportunities for disabled children and young people, supporting them to access mainstream play & leisure activities with their non disabled peers.	£215,546

2015-2016 - Targets	Achievements
Work with at least 30 disabled children (5-12 years) over the year	In the year (2015/16) Parasol supported 52 disabled children aged 5-12 years old from across the city.
Work with at least 60 disabled teenagers (13 - 19years) over the year	During the year (2015/16) Parasol supported 87 disabled young people aged 13-19 years old from across the city.
To provide specialist support to play providers in Oxford City to enable disabled children & young people to take part in activities over the course of the year	Parasol supported children at Tower Playbase in Northway, Cutteslowe Playscheme & SOAP in South Oxford

Parasol had a pool of 42 individual workers 'enablers' available for work during the year. Some were employed for the full Summer holiday period but generally they are employed for at least 1 day.

Staff received training in the following areas disability equality, safeguarding, gastro feeding, seizure awareness and first aid

49 choice days ran over the year, this included visits to go bowling, karting, laser tag, visits to museums and galleries

APPENDIX 1

Commissioning Advice Centres 2015 / 2016

**ADVICE CENTRE MONITORING**

		Rose Hill and Donnington Advice Centre	Agnes Smith/BBL Neighbourhood Support Scheme	Oxford Community Work Agency	Oxford CAB
Oxford City Council funding		£90,478	£85,290	£122,611	£200,000
Additional funding from Oxfordshire County Council		£14,360	£14,500	£119,700	£24,000
other additional funding eg fundraising, donations, grants		£18,362	£102,428	£80,140	£425,634
<b>Number of clients :</b>	New	444	1,056	464	4,473
	On-going	1,411	139	211	1,468
	<b>total</b>	<b>1,855</b>	<b>1,195</b>	<b>675</b>	<b>5,941</b>
<b>Total number of contacts</b>	includes telephone, face to face, casework, appointments, signposting and consultancy (clients are counted more than once)	3,259	1,788	6,092	12,600
<b>Gender:</b>	Male	675	448	272	2,714
	Female	1,187	747	403	3,179
	not recorded	0	0	0	41
<b>Age:</b>	under 16	10	5	22	n/a
	17-24	48	80	34	363
	25-34	444	209	101	1280
	35-49	765	345	225	1888
	50-64	491	279	247	1406
	65+	97	116	46	746
	not stated	1	161	0	178
<b>Ethnicity:</b>	White	1,226	708	451	4,155
	Black	151	109	31	177
	Asian	294	63	73	502

		Rose Hill and Donnington Advice Centre	Agnes Smith/BBL Neighbourhood Support Scheme	Oxford Community Work Agency	Oxford CAB
	Chinese or other ethnic group	0	1	0	60
	Mixed race	43	41	39	310
	Eastern European	95	0	0	0
	Other	19	20	6	339
	Not stated	22	199	15	144
<b>Disability or long term sick</b>		1,362	1,036	470	1473
<b>Type of visit/ contact:</b>	Out Reach / out of office	18	202	0	252
	Court Visits	6	0	169	0
	Home Visits	14	5	7	36
	In house / office	1,829	1,581	589	10,058
<b>Issues / categories: presented by client</b>					
<b>Benefits</b>	Social care /means tested	0	0	0	0
	Tax Credits	271	145	481	452
	DLA, AA, Carers Allowance, PIP	217	286	1,529	937
	Incapacity Benefit / ESA	240	159	1,308	600
	Pensions	33	31	74	189
	Social Fund: funeral payments, maternity grants and budgeting loans	31	48	10	8
	Social Fund: Oxfordshire Support Fund	0	0	6	8
	Child Support / Child Benefit	52	8	0	46
	Income allowances (eg Job Seekers Allowance, income support)	120	89	360	75
	Housing benefit	230	173	700	584
	Benefit Appeals	36	17	150	92
	Benefit Fraud	0	6	26	14
	other	145	152	197	468
<b>Debt</b>	Priority debt (rent, mortgage, council tax)	599	333	274	1,040
	Non priority debt ( catalogues etc)	981	447	225	2,954

		Rose Hill and Donnington Advice Centre	Agnes Smith/BBL Neighbourhood Support Scheme	Oxford Community Work Agency	Oxford CAB
	Other (family, friends etc)	0	0	0	0
<b>Housing</b>	Conditions	23	8	0	0
	Homelessness/threatened homelessness	73	67	4	201
	Environmental/neighbour issues	5	13	0	77
	Housing costs (excluding housing debts)	11	17	0	108
	Other housing issues	95	132	8	891
<b>Other</b>	Charity applications	232	59	4	75
	Foodbank vouchers	143	43	6	55
	Consumer & general contract	3	18	0	296
	Crime	0	0	0	0
	Education	5	10	0	100
	Employment	21	94	1	1,109
	Family	12	98	0	542
	Health	0	0	0	0
	Immigration / Nationality	2	14	2	462
	Legal	46	0	0	498
	Mental Health	0	0	0	0
	Relationship	0	0	2	0
	Other	130	87	30	2076
<b>OUTCOMES</b>					
<b>Reduce Debt</b>	Clients advised	563	588	n/a	851
	Repayment agreements made	79	290	140	278
	Bankruptcy granted	3	10	0	25
	Debt relief order granted	16	43	0	45
	Number of clients who have had debt written off	20	82	19	43
	Number of clients assisted to prepare a household budget	416	375	106	338

		Rose Hill and Donnington Advice Centre	Agnes Smith/BBL Neighbourhood Support Scheme	Oxford Community Work Agency	Oxford CAB
	Number of clients advised on fuel issues	48	70	71	131
	Number of clients referred for support to open a bank account	12	13	50	41
	Benefit overpayments written off	1	0	£82,792	0
	Total client debt for period	£294,964	£1,421,693	£461,083	£480,000
<b>Increase income from employment</b>	Clients referred to organisations to help tackle barriers to work	750	0	0	0
	Clients referred to organisations to assist with access to employment	0	2	0	0
<b>Representations</b>	Court Representations - number of clients	3	0	0	0
	Appeals Representation - number of clients	0	0	0	0
	Tribunal Appeals Representation - number of clients	6	0	158	13
	Tribunal Appeals Representation - success rate %	0%	0	89%	70%
<b>Money Gained</b>					
	Benefit take-up (projected for current period),	£45,839.00	£856,367.00	£1,683,426.00	£1,221,000.00
	Total client debt dealt with for period	£638,660.00	£1,421,693.00	£461,082.00	£480,000.00
	Debt written off	£183,373.00	£722,130.00	£90,182.22	n/k
	One off payments gained for clients (charities etc)	£19,542.00	£19,255.00	£3,801.20	£13,868.00
	Community Care Grants	£0.00	£0.00	£0.00	£0.00



**APPENDIX 1**

**Grants to Community & Voluntary Organisations**

2015 / 2016 Youth Ambition

**Grants Awarded under Council Priority - Strong & Active Communities**

organisation/project	Grant Awarded (£)	Description of project	Number of people benefiting	Achievements / Outcome	Other funding received for this project (£)
Ark T Centre	£4,844.00	Funding was awarded to contribute towards the provision of music sessions for homeless young people.	15	15 young people attended sessions that focussed on empowering them to develop their basic confidence in musical skills and supported them to strengthen their self expression through music	£2,085
Donnington Doorstep Family Centre	£10,000	Funding was awarded to contribute towards a programme that supports children and young people at risk of child sexual exploitation	46	46 young people were engaged through this programme of which 27 were identified as being at risk of sexual exploitation, 39 received 121 support. Two bespoke sessions, for boys and young men, were deliver to raise awareness of how to stay safe.	£66,917
Oxford Against Cutting	£5,000	Funding was awarded to contribute towards raising awareness of Female Genital Mutilation and recruit champions .	4	4 young people recruited as champions and raised awareness of FGM among their peers. They contributed to the development of a 2 hour training workshop	£14,790

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Pegasus Theatre	£10,000	Funding was awarded to contribute towards a training programme for young people	34	During the year this funding has contributed to the extension of training provision Pegasus Theatre provide for young people. 34 young people were recruited onto the programme of which 17 young people were recruited as youth assistants and 1 customer services apprenticeship	£11,500
Parasol Project	£5,580	Funding has been requested for an inclusive volunteering project where disabled and non-disabled young people are given opportunities to volunteering at Parasol and Tower Playbase	28	28 young people recruited onto the volunteering programme, each young person was assigned a primary volunteering role but if they wished they could attend other days and they were given other roles. Over the course of the project these young volunteers gave a total of 4104 hours.	£0
Oxfordshire Youth	£3,690	Funding was awarded to contribute towards a bespoke programme of workshops being delivered at Cheney School working with young girls to look at and discuss issues around healthy, safe relationships and empower the young women to believe in their value.	19	31 sessions ran throughout term time, key topics included privilege, sex and disability, abusive relationships, healthy relationships, emotional, mental and physical wellbeing. From an evaluation completed by the young people showed that 90% of those who attended reported an increase in self esteem and confidence. Three young people from the group delivered a workshop at Oxfordshire Youths conference on consent, coercion and grooming.	£0

Inspired Young People	£5,000	Funding was awarded to deliver workshops in St Gregory the Great and the Oxford Academy to address issues that affect young people's lives such as alcohol, drugs, online safety and healthy relationships.	22	14 workshops were delivered and engaged with 22 young people	£0
Oxfordshire Youth	£2,610	Funding was awarded to contribute to the delivery of a boxing award scheme in 4 youth clubs in regeneration areas of the city.	26	To date 26 young people from Wood Farm and Rose Hill have taken part in these sessions. All are expected to complete the scheme and have learnt about well being and exercise.	0`

**total amount  
awarded**

**£46,724**

**total number of beneficiaries**

**194**

**total amount of match funding**

**£95,292**

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**Oxford City Council's funding contributes to life changing services like those described below.**

**Case Studies from Asylum Welcome**

One of Asylum Welcome's objectives is to help clients avoid homelessness. The organisation may variously support clients to access housing through friends, members of their community or being in a hostel.

A client with Leave to Remain was working until he was injured at work. He did not fully recover, lost his housing and became street homeless. At first, he was not considered to have the local connection necessary to access Oxford's homeless services. Asylum Welcome worked with him and to prove that he had a local connection, access appropriate healthcare, to get back his benefit and find housing. He is now living in local housing and seeking employment again.

Another client lost his accommodation when St Francis House was closed and he became street homeless. Asylum Welcome successfully helped him to apply for Home Office accommodation and financial support preventing this man from becoming street homeless and destitute. The client is currently waiting for the Home Office to make a decision on his asylum case.

**Case Study from Donnington Doorstep Family Centre**

A 13 year old carer lives at home with his mum and 23 year old severely disabled brother. His brother does not sleep well and gets up very early. (This usually wakes the 13 year old who then makes his brother's breakfast and helps him to get ready before doing the same for himself. The early starts make it difficult for the 13 year old to get organised for school and he can often be very tired during the day as a result

The 13 year old helps to care for his brother to give his mum a break and also because he loves him. He feels frustrated at times especially when he struggles to find a quiet space to do his homework.

With 1:1 support from Donnington Doorstep the family have worked out a flexible timetable for the 13 year old to give him access to a laptop and a quiet space at the centre when he needs it and his support worker gives him time to talk and be heard.

The young carer's comments below:-

*"One thing that really helps is the support I get from Doorstep. They understand what it's like; I can trust them and talk about my problem's knowing that I won't be judged. The youth drop in centre is also great".*

**Case Study from Open Door**

A regular attendee to Open Door came to the UK in 2006 as an asylum seeker from Eritrea. Initially, Open Door helped him to find English as a Second Language (ESOL) class so that he could learn to speak English. Since then, Open Door has helped him with job application forms and today he works as part of the Rapid Response Team at the John Radcliffe Hospital.

He still regularly attends Open Door. He comes to socialise, play pool and, because he is on a low income, to eat and to get food. Although he has excellent spoken English, he has great difficulty with reading and they routinely help him with letters and correspondence. Recently, because of his low literacy, he got into debt and risked losing his accommodation.

An Open Door volunteer was able to help him, and with the aid of the Citizens Advice Bureau stopped his eviction and applied for a repayment plan. Thankfully, he is now back on track.

Comments from the asylum seeker:

*“Open Door helps me with everything: with food, with letters, with jobs – and when I have a problem, like with my bills and my housing.”*

### **Case Study from the Parasol Project (youth volunteering)**

A young woman with cerebral palsy, has difficulty walking, has learning difficulties and struggles with gross and fine motor skills. She has been attending the Parasol project since her early teens. She has thrived as a result of their inclusive activities and taking part in activities that other more able teenagers can do.

She was one of several young people that took part in Parasol’s volunteering project last year which helped her to feel part of a team and work towards an end goal. Using her summer volunteering as a work experience role, by the end of the summer Parasol offered her a trial position at their Wednesday night youth group sessions as a paid worker with additional support.

A young carer (non-disabled) who has attended Parasols Wednesday night youth group and summer provision since 2013, volunteered last year and showed enthusiasm and understanding for young people with disabilities.

His consistent focus made him an excellent candidate for their Senior Volunteers Initiative. In the advanced volunteer role he stepped up and went above and beyond what was asked of him. He led other volunteers and users, helping to deliver a number of projects over the summer. He used his initiative and ran the raffle for the summer celebration, finding prizes for it in his own time. His hard work and additional responsibility made him an inspiration for existing volunteers and earned the respect of the Parasol team.

### **Case Study from Oxford Citizens Advice Bureau**

A client lives with her 20 year old disabled son. She works for 22 hours per week plus overtime and earns between £750 and £850 per month. Her son receives Employment and Support Allowance (ESA) and was on higher rate care Disability Living Allowance (DLA) and lower rate mobility. He failed to make an appointment at The Warneford and his DLA was stopped. The client had a partner but he left her and she continued to receive tax credits so there was an overpayment. The client owes council tax which was being recovered by bailiffs. Arrears of council tax for

previous years were also being recovered via two attachments of earnings, in addition to other debts. The client lives in a two bed council property.

Over the course of a series of meetings Oxford Citizens Advice Bureau helped the client to transform her situation. The CAB team prevented bailiff action, established entitlement to housing benefit and council tax reduction and helped her claim. Advisors reviewed how she could increase her working hours to 30 and so receive Working Tax Credit. Referred her to CAB's Benefits in Practice caseworker for help with benefits for son (Employment Support Allowance (ESA) and Personal Independence Payment (PIP)). Having stabilised her finances the CAB was able to help her obtain a Debt Relief Order (DRO) in order that she could make a new start.

### **Case Study from Rose Hill & Donnington Advice Centre**

A client came in to the centre who had lost her husband, wanting advice and help towards the funeral costs.

The Centre helped her claim Bereavement Benefit and in case this was not successful because her husband was claiming a state pension when he was alive Employment Support Allowance.

As the client was very upset The Centre arranged a home visit to complete the funeral grant form and forms for charity grants towards the funeral costs.

A month later the client returned to the office very distressed because the Department of Work and Pensions (DWP) had not received the form sent. The Centre helped with another claim over the phone. The DWP declined the request for help with the funeral costs because the copy of a final bill sent had no date on it.

The caseworker contacted the DWP explaining that the Funeral service provider does not date an invoice until a deposit has been paid. The DWP suggested using an alternative funeral parlour.

Sometime later the client returned again and said she had found another funeral parlour which had agreed to provide a dated invoice for its funeral services. The DWP awarded £2,200 towards the funeral costs.

For the remaining £1,500 bill, The Centre helped the client to complete applications to charities. She successfully applied for £700 from charities and a family member loaned the rest. The client is re-paying the debt weekly.

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## APPENDIX 3 - RISK REGISTER

Risk Score: Impact Score: 1=insignificant; 2=minor ;3=moderate; 4=major; 5=catastrophic      Probability Score: 1=Rare;2=Unlikely;3=Possible'4=Likely'5=Almost Certain

No	Risk description link to corporate obj.	Gross risk		Cause of risk	Mitigation	Net risk		Further Management of Risk Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Control Risk	
		I	P			I	P			Q	Q	Q	Q	I	P
1	Monitoring Information not returned.  (Strong, Active Communities)	1	3	Lack of resources / trustees / skilled volunteers or staff to complete monitoring form	Mitigating Control: Build relationship with funded groups and visits  Level of Effectiveness: Medium because information may not be returned & visits may not take place	1	2	Action: Reduce  Action Owner Julia Tomkins  Mitigating control Keep check list & close monitoring, build relationship with groups	Outcome Required: All monitoring forms returned & monitoring visits made.  Milestone date: On going	1	2	3	4	I	P
2	Community & Voluntary Organisations ceasing to operate	4	3	Lack of funding / skilled trustees	Support voluntary sector with funding and advice	4	3	Action Officer Catherine Hine  Mitigating control Review voluntary sector to gather a better understanding of the sector in Oxford Review of sector undertaken	Outcome required  Strong community and voluntary sector  Milestone date March 2017						

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## Appendix 4

### List of Closed Organisations (provided by OCVA Jan 2016)

<b>Organisation &amp; Description of project</b>	<b>Office location or where the project delivered its project</b>
<u>Bicester Talking Newspaper</u> A 'talking' newspaper that kept people with sight problems up to date with local news	Bicester
<u>British Thyroid Foundation</u> Local branch	Abingdon
<u>Chalgrove Village plan</u> Local group established to produce a neighbourhood plan	Chalgrove
<u>FACE (Family &amp; Children Enterprise)</u> Unable to find out what this organisation did.	Witney
<u>Family Action (Oxford contact)</u> Local branch of an organisation that provides practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation	Oxford
<u>Hope for Children in Uganda</u> Local branch of an organisation that raises funds to help children in Uganda	Cannot find any information where this group was based in the County
<u>Horizons</u> Unable to find out what this organisation did	Witney
<u>Oxford IT Hub</u> A community interest company that was in Rose Hill	Oxford
<u>Oxford Sudanese Supplementary School</u> A local group of parents that provided after school education for their children	Oxford
<u>Training &amp; Employability Academy</u> Local branch that provided information on training and employment opportunities	Oxford

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**To:** City Executive Board  
**Date:** 14 July 2016  
**Report of:** Head of Housing and Property  
**Title of Report:** Review of Lord Mayor's Deposit Guarantee Scheme

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To agree changes to the Lord Mayor's Deposit Guarantee Scheme in anticipation of legislative changes and to boost positive outcomes for vulnerable persons
<b>Key decision:</b>	Yes
<b>Executive Board Member:</b>	Councillor Mike Rowley- Housing
<b>Corporate Priority:</b>	Housing Needs
<b>Policy Framework:</b>	Homelessness Strategy 2013-18
<b>Recommendations:</b> That the City Executive Board resolves to:	
<ol style="list-style-type: none"> <li>1. Agree the enhanced one year pilot offer to landlords, as set out in this report, to help increase the number of low income non-statutory homeless households to find property in the private rented sector</li> <li>2. Delegate any further minor changes to the scheme to the Head of Housing and Property, including whether to adopt the approach piloted in future, following an evaluation of the pilot.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Risk Register

## Introduction and background

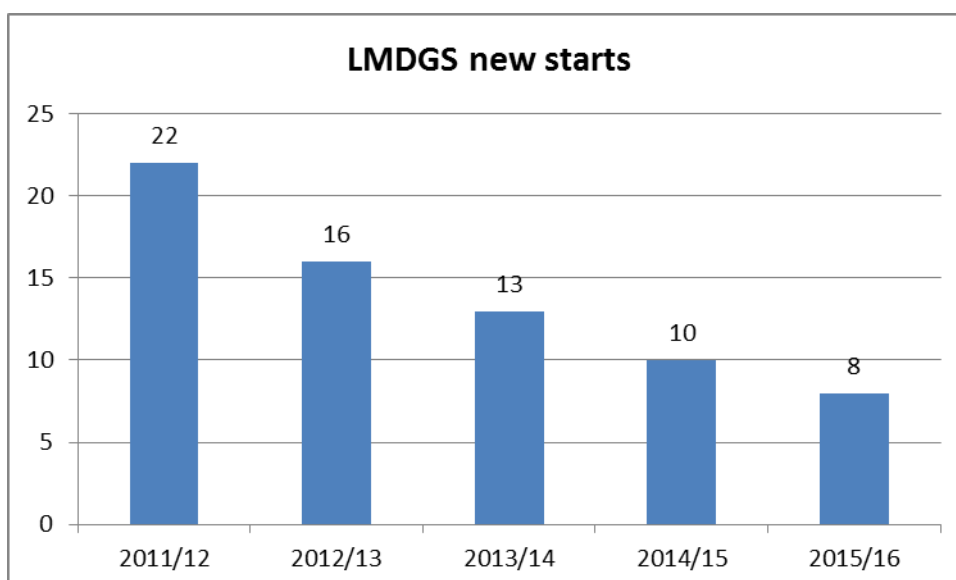
1. The Lord Mayor's Deposit Guarantee Scheme (LMDGS) was started in 1993 by the then Lord Mayor, Barbara Gatehouse, and was last reviewed by City Executive Board in 2008.

2. The scheme aims to help local people who are in need of housing and on a low income afford and sustain a move into the private rented sector (PRS).
3. The scheme does this by issuing a deposit guaranteed bond to a landlord as a guarantee to cover rent arrears or damage causing by the tenants to the home.
4. The bond is not a cash deposit but equivalent to a months' rent. The tenant may be liable for any costs not covered by the bond or to the Council for any claims.
5. The LMDGS reserve currently stands at £50k taken from the homeless prevention contingency fund. Last year we settled £4250 with an average claim of £508.

### Current Position

6. The trends in the Oxford private rental market (now at least 30% of homes) over the past three years include:
  - The Local Housing Allowance (LHA) has fallen well below actual lower third market rents leaving claimants with little or no access to housing in the Oxford area. The gap is now approaching up to £200 a month ( Valuation Agency March 16 median rent for a room is £520; studio is £650 and one bed £875)
  - Rents are still rising faster than earnings at 2.9% compared with 1.8%
  - On average over half of peoples income goes on housing costs in the PRS ( Centre for Cities 2015)
  - There has been a 16% drop in LHA claimants to 3282 with a 12% decrease in payment to £17.4m last year.
  - The PRS team currently have 112 live LMDGS cases, undertook 252 assessments but were only able to help eight households in 2015/16.

Graph showing decline of lettings by LMDGS



## **Problems for singles and couples**

7. The LHA market has shrunk as clients are priced out and landlords fear an increased risk from money loss as the roll out of direct payment to tenants under Universal Credit is implemented. This began in Oxford last year for singles with plans to implement for all families by 2021.
8. Single people under 35 only receive an amount equivalent to the cost of a room in a shared house known as Shared Accommodation Rate (SAR) which is £349 a month compared with the valuation agency median rent of £520 in March 2016
9. The LHA rate has now been frozen for four years which results in people finding it harder to make up the difference or face eviction
10. Over half of the reasons for accepted homelessness cases were from the ending of a tenancy in the PRS up from 40% the previous year.
11. The SAR rate will also apply to under 35 singles living in social housing in 2018.
12. Oxford did not qualify this year for any LHA uplift through the limited targeted affordability fund to help people in areas with high rent increases.
13. The number of singles and couples on the Council's housing list is 1118, 4% of whom are under 25 years old.
14. This age group and family type traditionally help supply low income public sector and service business jobs. There are indications that employers are reporting recruitment and retention issues for example over half of the City Council's 1229 workforce do not live in Oxford partly due to high housing costs.(Internal Human Resource Metrics 2015)
15. The barriers to better work opportunities and therefore increase housing affordability include:
  - High travel costs
  - Unrealistic expectations
  - Low skill levels and or confidence
  - Interaction of job income with benefits

## **Homeless Duty of Prevention**

16. Ministers are considering changes to the law in an attempt to support the growing number of people on the brink of homelessness based on the Welsh duty to prevent which says that local authorities have a duty to help secure accommodation for all applicants assessed as homeless irrespective of whether they are in priority need for up to a period of 56 days.
17. After this period there is continuing duty for unintentionally homeless households in priority need.
18. In exchange households may be required to cooperate with a tailored package of measures such as debt advice, employment help or family mediation either to help them stay in their existing home or find a suitable new home.
19. The Government would be likely to be seeking the following outcomes:
  - Fewer non-priority households experience the trauma of homelessness

- Better more targeted prevention work
- Increased help advice and information for households to address the causes of homelessness and make informed decisions on finding solutions to their housing problem
- More effective use of the PRS as a solution to homelessness

### **Options for the future of the LMDGS**

20. Do nothing and await formal Government consultation on the prevention duty. Continue the limited realistic options of shared housing; more financial help from family/friends and moving to cheaper areas. The numbers helped will decline.
21. Enhance the scheme by adding an interest-free loan to pay rent in advance in exchange for the household taking steps to improve their financial well-being by saving and income boost engaging with the Councils welfare reform team. This improved offer should fulfil any likely duty to prevent homelessness and produce better outcome outlined above and boost number of clients helped. We would suggest a target of up to 24 new starts in the pilot year. It is emphasised that the enhanced offer is discretionary in each individual case.
22. We may also consider a lesser security option of lodging as there was a tax relief boost for resident landlords that may increase supply.

### **Recommendation**

23. The trial proposed offer would be :

- Singles under 35:

Offer of a bond equating to 6 – 8 weeks at a higher rate of £450 which in the event the landlord was to claim in full would equate to £830.76 if the bond was 8 weeks.

One month's rent in advance up to £450

- Other households:

Offer of a bond equating to 6 – 8 weeks at a rate of £688.57 per month. In the event the landlord was to claim in full would equate to £1271.20 if the bond was 8 weeks.

One month's rent in advance up to £750

24. If we were to reach our target and assist 24 clients over the year the worst case scenario of rent in advance would equate to £18,000 based on all applicants being over 35.
25. However there would be a mix ages so this figure would be less. If we were to look at an equal split across the client scenarios the rent in advance sum would equate to £14,400.



26. If we were to consider enhancing the offer for the Lord Mayors Deposit Guarantee Scheme we could consider agreeing a repayment plan with the client to repay this loan of rent in advance and engagement with the Welfare Reform Team.
27. To mitigate risk we could cap the number of clients we assist to ensure the yearly cost is limited to £15,000.
28. The standard terms of a loan repayment would be a maximum of 30 months by standing order or direct debit at a rate of at least £15 a month for under 35s on the lower LHA rate and £25 a month for over 35 year old households. A provision will be available for an agreed extension in cases of hardship. In the event of a significant default the borrower will be referred to the debt collection team. The borrower will have the flexibility to repay the loan early.

### **Financial implications**

29. The potential impact on the LMDGS reserve of £50k can be mitigated by quarterly monitoring of bonds and settlements and numbers accepted, suspending the enhanced offer if necessary. After the pilot year, the number of clients assisted and total expenditure will be reviewed and reported annually. In the light of this any necessary amendments will be brought to CEB.
30. Legal officers will draw up a standard loan agreement. The risk of defaults on repayment will be mitigated by the conditionality set out in paragraph 26 above.

### **Legal issues**

31. There is no current statutory obligation to operate this scheme as its offer is a matter of local discretion.

### **Level of risk**

32. There are no known significant changes to risks. See Appendix1

### **Equalities impact**

33. There are no known significant equality impacts, other than to improve assistance to single vulnerable persons in need of housing.
34. The scheme access to eligibility remains the same and new offer be promoted by digital web and forms available in Council and stakeholder offices

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**Background Papers:** None

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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
Tenant Assessment	Little diligence that tenant can sustain tenancy	Threat	Loss of staffing or organisational change reduces capacity to deliver enhance offer	Loss of rent and higher bond settlements	1 June 16	David Rundle	1	2	1	2	1	2	Monitoring role for manager and escalate if necessary	Quarterly monitoring of budgets and sample testing of assessments	Quarterly	Open	0	David Rundle/Tracey Cheng
Landlord and Tenant responses to market behaviour	Higher tenant expectations of help	Threat and Opportunity	Enhanced offer has little impact in letting outcomes in Local Housing Allowance market	Would be tenant frustration or housing improvement	1 June 16	David Rundle	1	3	1	3	1	3	Feedback from Tenants and Landlord on market intelligence	coaching tenants on realistic options and relationship building with small number of landlords	Quarterly	Open	0	David Rundle
Universal Credit Service	Roll out of new benefit	Threat	Historically elsewhere in UK Universal Credit implementation has been challenging in the first year	Landlords exit the benefit market through actual or perceived fear of direct payment to the tenant	1 June 16	David Rundle	1	4	1	4	1	3	Building relationships with stakeholders	Continue to raise awareness of UC requirements with good practice for tenants and landlords	Open	Open	0	David Rundle
Repayment of loan	Default of loan agreements for rent in advance	Threat	Tenant hardship or poor budgetary management	decrease of reserves to below prudent levels in proportion to potential liabilities	14 June 16	David Rundle	2	3	1	3	2	3	Future tenant behaviour is difficult to predict	Engagement with welfare reform , early intervention along with systematic repayment methods e.g standing orders, last resort would be to cap acceptances after £15k is spent	Open	Open	0	David Rundle
Property hazards	Tenant unaware or overlook hazards	Threat	Tenants self find poor standard homes in a unbalanced PRS market	potential unsafe homes	1 June 16	David Rundle	2	3	2	3	2	3	Promoting safe lettings	Continue to promote and understand the fit and proper person checks and Housing Health and Safety Rating System to stakeholders as minimum	Open	Open	0	David Rundle

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**To:** City Executive Board  
**Date:** 14 July 2016  
**Report of:** Head of Direct Services  
**Title of Report:** Award of new Contract for Civil Engineering Plant and NRSWA (New Roads and Streetworks Act) Qualified Labour Hire

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To request that the City Executive Board delegate responsibility to the Executive Director, Community Services, to the award a new contract for the Civil Engineering Plant and NRSWA (New Roads and Streetworks Act) qualified labour hire to the Council.
<b>Key decision:</b>	No
<b>Executive Board Member:</b>	Councillor Ed Turner, Deputy Leader of the Labour Group and Board Member for Finance, Asset Management and Public Health
<b>Corporate Priority:</b>	An efficient and effective Council
<b>Policy Framework:</b>	None.
<b>Recommendation:</b> That the City Executive Board resolves to:	
1. Grant delegated authority to the Executive Director, Community Service to award a new contract for the provision of Civil Engineering Plant and NRSWA qualified labour hire to the Council following the completion of a tender process.	

<b>Appendices</b>	
Appendix 1	Initial Equalities Impact Assessment
Appendix 2	Risk Register

## Introduction and Background

1. The Civil Engineering Plant and NRSWA qualified labour hire is required to enable Direct Services (Highways) to service the needs of the Council and other external clients during periods of peak workloads and for specialist works. This contract has been extended once and is due to terminate on 31 August 2016. The total value of the contract of a 4 year period is estimated to amount to £2.6 million.

## **Tender Process**

2. In accordance with the UK Public Contract Regulations 2015 tenders were invited using the open tender procedure.
3. Tenders were assessed using the Council's standard evaluation weighting of 60% quality and 40% price. Due to the nature of the projects that Direct Services delivers which utilises these services, and the potential risk for delays due to non-delivery of services from contractors, not having due regard to this in the service requirements and award criteria could have significant implications for the authority in terms of reputation and risk, and supports the higher weighting of quality in this instance.

## **Financial Implications**

4. The new contract will be a call off contract which will not commit the Council to any minimum levels of annual expenditure. However, based on historic data and knowledge of anticipated work programmes the level of expenditure for Civil Engineering Plant and NRSWA qualified labour hire is expected to be approximately £650,000 per annum. Based on a 4 year contract term this equates to a potential total contract spend of £2,600,000. The cost of this call off contract will be funded partly from the income generated by the work won by Direct Services from external organisations as well as work commissioned internally for Council funded projects.

## **Legal Issues**

5. The form of contract will be based on the Council's standard terms and conditions of contract.

## **Level of Risk**

6. The proposed new contract will be a call off contract with no guarantee of any level of spend by the Council.
7. A risk register is attached to this report as Appendix 2.

## **Equalities Impact**

8. An initial impact assessment has been undertaken. As this is a service contract there is a need to ensure that the proposed contractor adheres to equalities legislation; this will be assessed as part of the evaluation process.
9. The initial impact assessment is attached to this report as Appendix 1.

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**Background Papers:** None

## Initial Equalities Impact Assessment screening form

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

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

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

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

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

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

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

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

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

No groups of people will be disadvantaged by the proposal.

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

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

This is a services contract with no direct impact on equalities. The procurement process will ask tenderers to confirm that they adhere to equalities legislation as part of the selection assessment.

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

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

No consultation necessary.



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

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

There are no adverse impacts. This is a straight forward service provision with tenderers confirming compliance to equalities legislation.

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

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

The appointed contractor will be monitored in accordance with normal contract monitoring arrangements. Any breaches of equalities will be promptly taken up with the contractor under the conditions of contract.

Lead officer responsible for signing off the EqIA:

Role:

Date:

Note, please consider & include the following areas:

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

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Risk Register: AWARD OF NEW CONTRACT FOR SUPPLY OF NRSWA QUALIFIED LABOUR AND PLANT

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	
	Proposed costs exceed budget.	T	Proposed costs exceed budget.	Budget overspend or increased cost make Direct Services less competitive.	Apr-16	G Bourton	3	3	3	3	3	2	The procurement process should drive competitive prices.						
	Preferred suppliers experience financial difficulties during the term of the contract.	T	Preferred suppliers experience financial difficulties during the term of the contract.	Provider unable to source and supply labour and plant.	Apr-16	G Bourton	3	2	3	2	3	1	This risk applies to every construction reliant company in the UK. If the company goes into liquidation there are a number of other companies that would be able to supply services to the Council. Regular financial monitoring will be conducted.						
	Contract no longer satisfies Oxford City Council's needs.	T		Provider unable to source qualified labour and plant.	Apr-16	G Bourton	2	2	2	2	2	2	This is a call off contract. Oxford City Council is able to exit the contract and make alternative arrangements at any time.						

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## MINUTES OF THE CITY EXECUTIVE BOARD

Thursday 16 June 2016



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

**OTHER MEMBERS PRESENT:** Cllr Gant

**OFFICERS PRESENT:** Nigel Kennedy (Head of Financial Services), Lindsay Cane (Legal Services Manager), Catherine Phythian (Committee Services Officer), Pat Jones (Committee and Member Services Manager) and Jennifer Kotilaine

### 12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Turner and Cllr Hollingsworth.

### 13. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 14. PUBLIC QUESTIONS

The City Executive Board noted the following public questions and the written responses (as published) on:

Agenda item 7: Integrated Performance Report Q4 2015/16

- Ms Judith Harley

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

Cllr Gant addressed the Board in relation to agenda item 9: Appointment to Outside Bodies 2016/17. His comments are included in the minute (20) for that item.

## 16. COUNCILLOR ADDRESSES ON NEIGHBOURHOOD ISSUES

Cllr Henwood addressed the Board on the possibility of adjusting the Council's direct debit arrangements to facilitate payment for Council services in advance or over a shorter timescale.

The Chief Executive explained that it was important to ensure that the direct debit arrangements were aligned to the benefit payment cycle, but undertook to commission officers to explore the options for a more flexible direct debit payment structure.

## 17. SCRUTINY COMMITTEE REPORTS

The Scrutiny Committee submitted reports and recommendations to the Board following the committee's meeting on 7 June 2016:

- Oxford City Council Safeguarding Report 2015-2016
- Apprentices (short report)

Cllr Gant, Chair of the Scrutiny Committee, introduced the reports and noted the Board's positive responses to the recommendations.

**Oxford City Council Safeguarding Report 2015-2016:** the discussion of this scrutiny report is included in the main minute item (19).

**Apprentices:** The Board noted that a more detailed report on Apprentices would be submitted in July but were pleased to confirm that the apprenticeship recruitment campaign will be extended to cover applicants who live in Abingdon, Witney, Bicester, Didcot and Kidlington areas so that the apprentices will be a better reflection of the Oxfordshire labour market, although preference will be given to applicants who live in OX1- OX4.

## 18. INTEGRATED PERFORMANCE REPORT Q4 2015/16

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

The Board Member, Corporate Strategy and Economic Development introduced the report, highlighting the General Fund underspend and the fact that the majority of Corporate performance targets had been delivered as planned.

In discussion the Board reflected on the continuing problems of staff recruitment and retention which impacted the Council's own services and other employers in the city. The Board was pleased to note the achievement of the following performance targets:

- 64.9% Council spend with local businesses against a 50% target

- an actual achievement of 637 Tonnes against a target of 454 Tonnes for the implementation of measures to reduce the City Council's carbon footprint by 5% each year

The Head of Financial Services undertook to provide the Board with a written explanation for the reported overspend on the new Council website (C3053).

The City Executive Board resolved 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.

## 19. OXFORD CITY COUNCIL SAFEGUARDING REPORT 2015-2016

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

The Chair of Scrutiny Committee introduced the Committee's report and recommendations on safeguarding, highlighting in particular the concerns identified regarding the lack of regulation for Language Schools operating in the city, and nationally. He said that the Committee considered this to be a significant issue and it had been added to the work programme for a full review.

The Board Member, Community Safety presented the report and explained that the focus now needed to become more outward looking and centred on partnership working and community engagement. She welcomed the Scrutiny Committee report and thanked the Safeguarding Officer for her contribution. She said that she had written to Government regarding her concerns over the lack of safeguarding control for Language Schools but that she had received a less than satisfactory response.

The Board agreed that it was incumbent upon the Council to raise this issue as a priority with the Safeguarding Board and partner agencies as a matter of local and national concern.

The Board instructed the Chief Executive to task officers to work with the Scrutiny Committee to undertake a full review of this issue and to report back to the Board later in the year.

In discussion the Board considered the following issues:

- the need to focus on safeguarding for vulnerable adults, particularly as this has a close correlation with the Council's services and the commissioning of a training programme to support this
- that awareness of safeguarding issues and responsibilities has been embedded across a range of Council services through on-going training
- positive feedback from Thames Valley Police on the practical success of the hotel and guest house safeguarding awareness scheme
- the level of City Council resources available, and required, to support this important area of work
- the need to respect the clear boundaries between the County Council's statutory responsibilities and the City Council's supporting role as a member of the Safeguarding Board
- concern about the Government's proposals for the future of Safeguarding Boards and local authority responsibilities

The City Executive Board **resolved** 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;
3. To **agree** that the Board Member, Community Safety should raise the concern about Language School regulation as a priority with the Safeguarding Board and partner agencies; and
4. To **endorse** the Scrutiny Committee decision to undertake a review of the regulation of Language Schools with regard to safeguarding issues.

## **20. APPOINTMENT OF OUTSIDE BODIES 2016/17**

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

Cllr Gant addressed the Board and asked that they follow their own guidelines and review the proposed appointments to the North Oxford Association in favour of local or ward councillors. The Board agreed to review the appointments to that organisation.

The Board noted some factual errors in the report which officers undertook to correct (reference to the Leys not Blackbird Leys; only one appointee to the Non-Ecclesiastical Charities of St Mary's Magdalen). The Board also agreed to change the guidance on appointments to community associations from "Ward councillors in preference" to "Usually Ward councillors."



The City Executive Board **resolved** to:

1. **Approve** appointments to outside bodies as shown in Appendix 1 (attached to this minute) subject to the following amendments: *appointments to the North Oxford Association to be reviewed and change wording from “Ward councillors in preference” to “Usually Ward councillors”*;
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.

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

No items were raised by Board Members.

## **22. MINUTES**

The Board resolved to **approve** the minutes of the meeting held on 19 May 2016 as a true and accurate record.

**The meeting started at 5.00 pm and ended at 6.30 pm**

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