OXFORD CITY COUNCIL

Agenda

Scrutiny Committee

Date:	**Monday 7 November 2016**
Time:	**6.00 pm**
Place:	**St Aldate's Room, Town Hall**

For any further information please contact:

Sarah Claridge, Committee Services Officer

Telephone: 01865 529920

Email: democraticservices@oxford.gov.uk

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

Scrutiny Committee

Membership

Chair	Councillor Andrew Gant	Liberal Democrat Group Leader
Vice Chair	Councillor Tom Hayes	
	Councillor Jamila Begum Azad	
	Councillor Nigel Chapman	
	Councillor Van Coulter	
	Councillor James Fry	
	Councillor David Henwood	
	Councillor Jennifer Pegg	
	Councillor Craig Simmons	
	Councillor Sian Taylor	
	Councillor Marie Tidball	
	Councillor Ruth Wilkinson	

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

AGENDA

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

Background Information
The Scrutiny Committee operates within a work plan which has been set for the 2016/17 council year. This plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Committee and take account of any changes to the latest Forward Plan (which outlines decisions to be taken by the City Executive Board or Council).
Why is it on the agenda?
The Committee is asked to review and note its work plan for the 2016/17 council year. The Committee is also asked to select which Forward Plan items they wish to pre-scrutinise based on the following criteria: • Is the issue controversial / of significant public interest? • Is it an area of high expenditure? • Is it an essential service / corporate priority? • Can Scrutiny influence and add value? A maximum of three items for pre-scrutiny will normally apply.
Who has been invited to comment?
• Andrew Brown, Scrutiny Officer

| 4 | **REPORT BACK ON RECOMMENDATIONS** | |

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

Background Information
The Committee makes a number of recommendations to officers and decision makers, who are obliged to respond in writing.
Why is it on the agenda?
This item allows Committee to see the results of recommendations since the last meeting. The Committee is asked to note and comment on the responses of the City Executive Board to Scrutiny recommendations on the following items: • Tree Management Policy • Implications of Brexit
Who has been invited to comment?
• Andrew Brown, Scrutiny Officer.

| 5 | **ANNUAL MONITORING REPORT (AMR) 2015/16 (6.10 PM)** | |

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

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the Annual Monitoring Report 2015/16 for publication at its meeting on 17 November 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the Board.
Who has been invited to comment?
• Councillor Alex Hollingsworth, Board Member for Planning & Regulatory; • Patsy Dell, Head of Planning & Regulatory Services; • Mark Jaggard, Planning Policy & Design, Conservation & Trees Manager; • Rebekah Knight, Planner.

6	**AIR QUALITY (6.50 PM)**	113 - 174

Contact Officer: Jo Colwell, Service Manager Environmental Sustainability
Tel: 01865 252188 jcolwell@oxford.gov.uk

Background Information
The Scrutiny Committee requested a report on air quality data and measures and ideas for improving air quality when agreeing its work plan for 2016/17. This item was originally suggested by Councillor Pressel.
Why is it on the agenda?
For the Scrutiny Committee to scrutinise progress in improving air quality. The Committee is asked to note and comment on the report and may also wish to agree recommendations to put to the City Executive Board in December.
Who has been invited to comment?
• Councillor John Tanner, Board Member for Cleaner Greener Oxford; • Jo Colwell, Environmental Sustainability Service Manager; • Ian Halliday, Air Quality Officer.

7	**DISCRETIONARY HOUSING PAYMENTS SPEND (7.20 PM)**	175 - 182

Contact Officer: Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

Background Information
The Scrutiny Committee scrutinised the Council's Discretionary Housing Payments (DHP) policy in April 2016. The Committee supported the revised Policy and agreed to monitor spend during the year.
Why is it on the agenda?
For the Scrutiny Committee to monitor and comment on DHP spend. The Committee is asked to note the report and may also wish to agree recommendations to put to the City Executive Board in December.
Who has been invited to comment?
• Councillor Susan Brown, Board Member for Customer &

Corporate Services;
- Paul Wilding, Revenue & Benefits Programme Manager.

8   **DIGITAL STRATEGY (7.50 PM)**   183 - 210

Contact Officer: Neil Lawrence, Digital Development Manager
nlawrence@oxford.gov.uk

Background Information
The Scrutiny Committee has asked for this item to be included on the agenda for pre-decision scrutiny.
Why is it on the agenda?
The City Executive Board will be asked to approve the Digital Strategy and associated action plan at its meeting on 17 November 2016. This is an opportunity for the Scrutiny Committee to make recommendations to the Board.
Who has been invited to comment?
- Councillor Susan Brown, Board Member for Customer & Corporate Services;   - Neil Lawrence, Digital Development Manager.

9   **MINUTES**   211 - 218

Minutes from 6 October 2016

Recommendation: That the minutes of the meeting held on 6 October 2016 be APPROVED as a true and accurate record.

10   **DATES OF FUTURE MEETINGS**

Meetings are scheduled as followed:

Scrutiny Committee
6 December 2016
30 January 2017
28 February 2017
27 March 2017

All meetings start at 6.00 pm.

Standing Panels
Housing Standing Panel – 9 November 2016
Finance Standing Panel – 8 December 2016

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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**OXFORD
CITY
COUNCIL**

SCRUTINY WORK PLAN
November 2016 - May 2017

Published on: 26/10/16

The Scrutiny Committee agrees a work plan every year detailing selected issues that affect Oxford or its inhabitants. Time is allowed within this plan to consider topical issues as they arise throughout the year as well as decisions to be taken by the City Executive Board. This document represents the work of scrutiny for the remainder of the 2016-17 council year and will be reviewed monthly by the Scrutiny Committee.

The work plan is based on suggestions received from all elected members and senior council officers. Members of the public can also contribute topics for inclusion in the scrutiny work plan by completing and submitting our suggestion form. See our get involved webpage for further details of how you can participate in the work of scrutiny.

The following criteria will be used by the Scrutiny Committee to evaluate and prioritise suggested topics:
- *Is the issue controversial / of significant public interest?*
- *Is it an area of high expenditure?*
- *Is it an essential service / corporate priority?*
- *Can Scrutiny influence and add value?*

Some topics will be considered at Scrutiny Committee meetings and others will be delegated to two standing panels. Items for more detailed review will be considered by time-limited review groups.

The Committee will review the Council's Forward Plan at each meeting and decide which executive decisions it wishes to comment on before the decision is made. The Council also has a "call in" process which allows decisions made by the City Executive Board to be reviewed by the Scrutiny Committee before they are implemented.

Scrutiny Committee and Standing Panel responsibility and membership

Committee / Panel	Remit	Nominated councillors
Scrutiny Committee	Overall management of the Council's scrutiny function.	Cllrs Azad, Chapman, Coulter, Fry, Gant (Chair), Hayes, Henwood, Pegg, Simmons, Taylor, Tidball & Wilkinson
Finance Panel	Finance and budgetary issues and decisions	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Housing Panel	Strategic housing and landlord issues and decisions	Cllrs Goff, Henwood (Chair), Pegg, Sanders, Thomas & Wade, Geno Humphrey (tenant co-optee)

Current and planned review groups

Topic	Scope	Nominated councillors
Budget review 2017/18	To review the Council's 2017/18 draft budget and medium term financial strategy	Cllrs Fooks, Fry, Simmons (Chair) & Taylor
Devolution plans for Oxfordshire	To scrutinise devolution proposals for Oxfordshire	Cllrs Coulter, Gant, Hayes, Simmons & Tidball (Chair)
Language schools	TBC	TBC

Indicative timings of 2016/17 review panels

Scrutiny Review	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Devolution plans for Oxfordshire										
Budget review 2017/18										
Language schools (TBC)										

▓▓▓	Scoping
≡≡≡	Evidence gathering
▨▨▨	Reporting

SCRUTINY COMMITTEE

7 NOVEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Annual Monitoring Report (AMR) 2015/16	Yes	This is the City Council's 12th AMR to assess the effectiveness of planning policies contained within Oxford's Local Development Plan.	Planning and Regulatory Services	Rebekah Knight, Planner
Air Quality	No	To consider data on air quality in the City and ways of improving air quality in the worst areas (e.g. the city centre).	Climate Change and Cleaner Greener Oxford	Mai Jarvis, Environmental Quality Team Manager
Discretionary Housing Payments spend	No	To monitor Discretionary Housing Payments spend mid-way through the year.	Customer and Corporate Services	Paul Wilding, Programme Manager Revenue & Benefits
Digital Strategy	Yes	Sets out the City Council's vision and strategy for delivering a world-class digital city, supported by an action plan to articulate how the strategy will be delivered.	Customer and Corporate Services	Neil Lawrence, Digital Development Manager

6 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation Monitoring - Cycling	No	To monitor progress and implementation following the recommendations of the Cycling Review Group to the City Executive Board in September 2015.	Climate Change and Cleaner Greener Oxford	Sophie Hearn, Contracts Manager
Safeguarding Language School Students	Yes	Update on safeguarding arrangements for foreign language students studying in Oxford.	Community Safety	Richard Adams, Community Safety & Resilience Manager

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Sustainable Energy Action Plan (SEAP) for Oxford	Yes	This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan.	Climate Change and Cleaner Greener Oxford	Mairi Brookes, OxFutures Programme Manager
Sustainability Strategy 2017	Yes	The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation.	A Clean and Green Oxford	Mai Jarvis, Environmental Quality Team Manager
Performance monitoring - quarter 2	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

30 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Update on the Corporate Plan 2016-2020	Yes	To present an update report on the progress of the Corporate Plan 2016-2020.	Corporate Strategy and Economic Development	Caroline Green, Assistant Chief Executive
Leisure Performance Update	No	To receive an update report following questions raised by the Committee in July 2016.	Leisure, Parks & Sport	Ian Brooke, Head of Community Services
Recommendation monitoring - Recycling rates	No	To receive an update on the monitoring of recycling rates and the impacts of the Blue Bin Recycling League following a site visit to the Waste Services Team.	A Clean and Green Oxford	Jeff Ridgley, wasste Services Business Development & Fleet Manager
Grant Allocations to Community and Voluntary Orgs 2017/2018	Yes	This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018.	Culture and Communities	Julia Tomkins, Grants & External Funding Officer

28 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Graffiti prevention	No	To consider the appreciative inquiry and focus group around graffiti and other initiatives to solve the issues long term.	Climate Change and Cleaner Greener Oxford	Liz Jones, Interim ASBIT Team Leader
Workplace parking levies	No	To consider the pros and cons of the proposed introduction of workplace parking charges in Oxford.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Performance Monitoring - quarter 3	No	Quarterly reports on Council performance against a set of corporate service measures chosen by the Committee.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer

27 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation Monitoring - Guest Houses	No	To monitor progress and implementation following the recommendations of the Guest Houses Review Group to the City Executive Board in December 2015.	Corporate Strategy and Economic Development	Richard Adams, Community Safety & Resilience Manager
Assessing disabled impacts in planning	No	To consider how the Council fulfils its duty to assess the impacts on disabled people of new developments and changes of use, including for businesses and private and social sector housing.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Waterways Public Space Protection Order	Yes	The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary. • It was submitted to CEB in January 2017 for approval pre-consultation.	Community Safety	Richard Adams, Community Safety & Resilience Manager

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Safeguarding Report 2017/18	Yes	An annual report to monitor the progress made on Oxford City Council's Section 11 Self-assessment Action Plan 2016-2017 and to approve the Action Plan for 2017-2018.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader

2 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Recommendation monitoring - Local economy	No	To monitor progress and implementation following the recommendations of the local economy review group to the City Executive Board in June 2015.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Fusion Lifestyle's 2017/18 Annual Service Plan for the management of the council's leisure facilities.	Yes	The report will recommend that the City Executive Board endorse Fusion Lifestyle's Annual Service Plan for the management of the Council's leisure facilities for 2017/18.	Leisure, Parks and Sport	Lucy Cherry, Leisure and Performance Manager

JUNE 2017

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Design Review Panel	No	To consider the work and effectiveness of the Oxford Design Review Panel.	Planning and Regulatory Services	Patsy Dell, Head of Planning & Regulatory Services
Local Plan Preferred Options	Yes	Progress of the review of the Local Plan	Planning and Regulatory Services	Sarah Harrison, Senior Planner

SCRUTINY COMMITTEE - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Public Spaces Protection Orders	No	To monitor the impacts of PSPOs the city, including the numbers and types of early interventions and enforcement actions.	Community Safety	Richard Adams, Community Safety & Resilience Manager
Disabled Students' Allowance	No	To consider the impacts of cuts to Disabled Students' Allowance on disabled students in the City.	Corporate Strategy and Economic Development	Andrew Brown, Scrutiny Officer
Health and Wellbeing Board update	No	To consider the work of Oxfordshire Health and Wellbeing Board. This could include a specific focus on the City Council's role in addressing health inequalities following the publication of the Board's report into health inequalities in Oxfordshire.	Finance, Asset Management and Public Health	Val Johnson, Policy and Partnerships Team Leader
Police and Crime Panel update	No	To receive an update on police and crime scrutiny activities by the Council's representative on Thames Valley Police and Crime Panel (PCP).	Community Safety	Andrew Brown, Scrutiny Officer

FINANCE PANEL

8 DECEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Budget monitoring - quarter 2	No	To monitor the Council's finances at the end of quarter 2 2016-17 (September).	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Gross Budgeting	No	To monitor gross income and expenditure data by service ahead of the annual budget review.	Finance, Corporate Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Performance: Annual Report and Performance 2016/17	Yes	This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Feasibility study for the development of a site for a Transfer Station for Recycled Material	Yes	To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.	A Clean and Green Oxford	Geoff Corps, Cleaner Greener Services Manager, Fiona Piercy, Partnership & Regeneration Manager

16 JANUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Service reviews	No	To consider the outcomes of comprehensive reviews of a number of service area budgets undertaken as part of this year's budget setting process.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Funding mechanisms for affordable housing	No	To consider alternative and innovative models for financing new affordable housing.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Scrutiny Budget Review 2017/18 - recommendations	No	To agree recommendations following the annual scrutiny budget review.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

1 FEBRUARY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Scrutiny Budget Review 2017/18	No	Review of the Councils draft budget for 2017/18 and medium term financial strategy.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Capital Strategy 2017/18	Yes	To consider the Council's Capital Strategy for 2017/18.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services
Treasury Management Strategy 2017/18	Yes	Treasury Management Strategy for 2017/2018, including prudential indicators. The post-consultation draft report will be submitted to CEB in February 2017.	Finance, Asset Management and Public Health	Bill Lewis, Financial Accounting Manager
Divestment	No	To consider an ethical policy on divestment.	Finance, Asset Management and Public Health	Nigel Kennedy, Head of Financial Services

29 MARCH 2017 - NO REPORTS CURRENTLY SCHEDULED

HOUSING PANEL

9 NOVEMBER 2016 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 2	No	To consider mid-year Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property
Universities land management	No	To invite representatives of universities to discuss their approach to land management in the City.	Corporate Strategy and Economic Development	David Edwards, Executive Director City Regeneration and Housing
Houses in multiple occupations (HMOs)	No	To consider the licensing of HMOs in the City including member oversight of HMO planning decisions (currently delegated) and rules around the numbers of rooms and the number of HMOs in the street etc.	Planning and Regulatory	Ian Wright, Service Manager Environmental Health
Rent performance	No	To monitor the Council's rents performance including current and former tenant arrears.	Housing	Tanya Bandekar, Service Manager Revenue & Benefits
Tower block refurbishment	No	To receive a progress update on the Tenant Scrutiny Panel's review of the tower block refurbishment project.	Housing	Stephen Clarke, Head of Housing and Property

1 MARCH 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing performance - quarter 3	No	To consider a report on Council performance against a set of housing service measures chosen by the Panel.	Housing	Stephen Clarke, Head of Housing and Property

Access to the private rented sector	No	To receive a briefing on Council support to people in receipt of Housing Benefit in accessing the private rented sector, including the rent guarantee scheme, Home Choice pilot and 'real lettings' property investments.	Housing	Dave Scholes, Housing Strategy & Needs Manager
Rough sleeping	No	To consider how the Council deals with people sleeping rough including those with no recourse to public funds.	Community Safety, Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer
Allocation of Homelessness Prevention Funds	Yes	To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	Housing	Ossi Mosley, Rough Sleeping & Single Homelessness Officer

3 MAY 2017 - PROVISIONAL REPORTS

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Great Estates update	No	To receive an update on progress made in developing masterplans for estates and working up and delivering a rolling programme of priority improvement schemes.	Housing	Stephen Clarke, Head of Housing and Property
Empty garages and former garage sites	No	To receive an update on how the Council is dealing with empty garages and former garage sites.	Housing	Martin Shaw, Property Services Manager
Empty Property Strategy	No	To receive a briefing on the Council's approaches to dealing with empty properties in the City ahead of a refresh of the Council's Empty Property Strategy 2013-18.	Housing	Melanie Mutch, Empty Property Officer (Private Sector)
Leaseholder relationships	No	To consider Council relationships with leaseholders including the views of individual leaseholders.	Housing	Stephen Clarke, Head of Housing and Property

HOUSING PANEL - TO BE TAKEN DURING THE BUDGET REVIEW

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Housing Revenue Account Business Plan	Yes	To pre-scrutinise a decision on the Housing Revenue Account (HRA) business plan, which sets out projected income (from rents, service charges etc.) and expenditure on the Council's housing stock.	Finance, Asset Management and Public Health	Stephen Clarke, Head of Housing and Property
Oxford Housing Company Business Plan	Yes	To pre-scrutinise any decisions on funding the Housing Company for Oxford and monitor progress in the Company's first year of operation.	Housing	David Edwards, Executive Director City Regeneration and Housing

HOUSING PANEL - TO BE SCHEDULED

Agenda item	Decision	Description	CEB Portfolio	Report Contact
Private Sector Licensing	Yes	To pre-scrutinise any decisions on proposals to extend private sector licensing to non-HMO properties.	Planning and Regulatory	Ian Wright, Service Manager Environmental Health
Pay to stay	Yes	To pre-scrutinise any decisions on the local implementation of government plans to increase rents for council and housing association tenants with incomes over £30,000 a year. This is known as "Pay to Stay", and it is expected to start in April 2017 for council tenants.	Housing	Bill Graves, Landlord Services Manager
Flexible tenancies	Yes	To pre-scrutinise any decisions on the local implementation of government plans to prevent local authorities in England from offering secure tenancies for life to new council tenants in most circumstances.	Housing	Bill Graves, Landlord Services Manager

FORWARD PLAN
October 2016 - October 2017

Published on: 12/10/16

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

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

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

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

What is a Key decision?
A key decision is an executive decision which is likely:
- to result in the council incurring expenditure of more than £500,000; or
- to be significant in terms of its effects on communities living or working in an area comprising of two or more wards.

A key decision, except in special or urgent circumstances, cannot be taken unless it has appeared in the Forward Plan for 28 days before the decision is made.

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

http://www.oxford.gov.uk

The Forward Plan is available to view at the Town Hall.

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

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

T: 01865 252191
Email: cityexecutiveboard@oxford.gov.uk

The Council's decision-making process

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

http://www.oxford.gov.uk

City Executive Board Members and Senior Officers

City Executive Board Member	Portfolio
Bob Price, Council Leader	Corporate Strategy and Economic Development
Ed Turner, Deputy Leader	Finance, Asset Management and Public Health
Susan Brown	Customer and Corporate Services
Alex Hollingsworth	Planning and Regulatory Services
Pat Kennedy	Young People, Schools and Skills
Linda Smith	Leisure, Parks and Sport
Mike Rowley	Housing
Dee Sinclair	Community Safety
Christine Simm	Culture and Communities
John Tanner	A Clean and Green Oxford

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

ITEM 11:	REVIEW OF PARLIAMENTARY BOUNDARIES 2018 ID: I015276
The report will detail the proposals from the Boundary Commission and the comments of the party groups on the City Council.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	The three party groups on the Council will be consulted via their respective leaders. This will take place from late-September to mid-October.
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Chief Executive
Report Contact	Martin John, Electoral Services Manager Tel: 01865 252518 mjohn@oxford.gov.uk

COUNCIL 5 DECEMBER

to include any reports from CEB

ITEM 12:	OUTSIDE ORGANISATION/COMMITTEE CHAIR REPORTS: OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP ID: I015278
To update Council on the work of the Oxfordshire Local Enterprise Partnership for the year.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Matthew Peachey, Economic Development Manager Tel: 01865 252021 mpeachey@oxford.gov.uk

CEB 15 DECEMBER 2016

ITEM 13:	BUDGET 2017/2018 ID: I014683
A new Budget for the period 2017/2018. · The pre-consultation draft report will be submitted to CEB in December 2016. The post-consultation draft report will be submitted to CEB in February 2017 · The Budget will be submitted to Council for adoption in February 2017.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation

Decision Taker	City Executive Board
	Council
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 14:	UPDATE ON THE CORPORATE PLAN 2016- 2020 ID: I014717
To present an update report on the progress of the Corporate Plan 2016-2020.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Assistant Chief Executive
Report Contact	Caroline Green, Assistant Chief Executive cgreen@oxford.gov.uk

ITEM 15:	COMMISSIONED ADVICE STRATEGY 2018-2021 ID: I015324
To propose a model for developing a new commissioned advice strategy during 2017/18	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	To be discussed with advice organisations the Council currently funds in October.
Decision Taker	City Executive Board
Executive Lead Member	Customer and Corporate Services
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Paul Wilding, Programme Manager Revenue & Benefits Tel: 01865 252461 pwilding@oxford.gov.uk

ITEM 16:	SUSTAINABILITY STRATEGY 2017 ID: I015077
The report will provide the revised Oxford Sustainability Strategy, which will set out the vision for Oxford's sustainable future and steps we are required to take to deliver it. The report will recommend approval of the draft strategy for public consultation. CEB April 2017: To report on the public consultation process and present the final Sustainability Strategy to the Board. CEB to recommend that Council approve the final Sustainability Strategy 2017.	

Council April 2017 – Council to approve Sustainability Strategy 2017	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	6 weeks Online public consultation required
Decision Taker	City Executive Board Council
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mai Jarvis, Environmental Quality Team Manager Tel: 01865 252403 mjarvis@oxford.gov.uk

ITEM 17:	SUSTAINABLE ENERGY ACTION PLAN (SEAP) FOR OXFORD ID: I011844

On 29 September 2014 Council agreed to support the Covenant of Mayors initiative and authorised the Lord Mayor to sign the Covenant adhesion form. By signing up to the Covenant of Mayors the Council committed to submit a Sustainable Energy Action Plan (SEAP) for the City of Oxford. The SEAP does not set any new targets but estimates our baseline emissions in 2005 and captures the actions and policies that the Council and its partners are implementing to reduce carbon emissions. These actions will help to meet the Council's target of reducing carbon emissions by 40% by 2020 across the whole city. This report will request approval of our aims, objectives and emission reduction target for the City and adoption of the action plan attached to the Sustainable Energy Strategy.

Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - Stakeholder workshops took place in February 2016
Decision Taker	City Executive Board
Executive Lead Member	Climate Change and Cleaner Greener Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Mairi Brookes, OxFutures Programme Manager Tel: 01865 252212 mbrookes@oxford.gov.uk

ITEM 18:	TREASURY MANAGEMENT STRATEGY 2017/18 ID: I014416

Treasury Management Strategy for 2017/2018, including prudential indicators.

• The pre-consultation draft report will be submitted to CEB in December 2016.

• The post-consultation draft report will be submitted to CEB in February 2017

• Submitted to Council for adoption in February 2017.

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any	

form of consultation?	
Decision Taker	City Executive Board Council
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 19:	TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2016/17 ID: I014684

This performance monitoring report on the Treasury Management Strategy: Annual Report and Performance 2016/17 is submitted twice a year:

·   Dec 2016– the position at the 30 September 2016 (Half Year)

·   Sept 2017 – the position at 31 March 2017 (Full Year)

This Performance monitoring report is submitted twice a year to cover: the position at 30 September (Half Year) and 31 March (Full Year)

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Section 151 Officer
Report Contact	Bill Lewis, Financial Accounting Manager Tel: 01865 252607 blewis@oxford.gov.uk

ITEM 20:	QUARTERLY INTEGRATED PERFORMANCE 2016/17 - Q2 ID: I013537

These reports detail the Council's finances, risk and performance as at the end of each financial quarter for 2016/17 and may include recommendations on consequential changes to the budget:
- Q1, 30 June 2016 – report in September 2016
- Q2, 30 September 2016 - report in December 2016
- Q3, 31 December 2016 - report in March 2017
- Q4, 31 March 2017- report in June 2017

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	No consultation
Decision Taker	City Executive Board
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Head of Financial Services
Report Contact	Anna Winship

ITEM 21:	SAFEGUARDING LANGUAGE SCHOOL STUDENTS ID: I014835
Update on safeguarding arrangements for foreign language students studying in Oxford.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Community Safety
Lead Executive Director	Executive Director for Community Services
Report Contact	Richard Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 22:	FEASIBILITY STUDY FOR THE DEVELOPMENT OF A SITE FOR A TRANSFER STATION FOR RECYCLED MATERIAL ID: I012199
To present a feasibility study for the development of a site to operate a Council managed transfer station for City collected co-mingled recyclables, green waste, street arisings and engineering works spoil.	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Part exempt - Commercially Sensitive
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Geoff Corps, Cleaner Greener Services Manager gcorps@oxford.gov.uk, Fiona Piercy, Partnership & Regeneration Manager Tel: 01865 252185 fpiercy@oxford.gov.uk

CEB 19 JANUARY 2017

ITEM 23:	DESIGN SUPPLEMENTARY PLANNING DOCUMENT - DRAFT ID: I011613
The Design SPD will set out planning guidance for the design of new buildings in Oxford considering particularly local context. This meeting will be to approve the draft for public consultation.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes- public consultation
Decision Taker	City Executive Board
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Gill Butter, Conservation and Urban Design Officer gbutter@oxford.gov.uk

ITEM 24:	NORTH OXFORD VICTORIAN SUBURB CONSERVATION AREA APPRAISAL- ADOPTION ID: I011611

To recommend adoption of the North Oxford Victorian Suburb Conservation Area Appraisal.

Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public consultation in summer 2016.
Decision Taker	City Executive Board
Executive Lead Member	Planning and Regulatory Services
Lead Executive Director	Executive Director for Regeneration and Housing
Report Contact	Ian Marshall, Team Leader Design, Heritage and Specialist Services Tel: 01865 252332 imarshall@oxford.gov.uk

ITEM 25:	WATERWAYS PUBLIC SPACE PROTECTION ORDER ID: I013240

The report will contain a proposal to the CEB to introduce a Public Spaces Protection Order for certain behaviours on the waterways within Oxford City's local authority boundary.
- It was submitted to CEB in January 2017 for approval pre-consultation.

Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Yes - public consultation Autumn/Winter 2016. Specific groups include Riparian owners and waterways users.
Decision Taker	City Executive Board
Executive Lead Member	Community Safety
Lead Executive Director	Executive Director for Community Services
Report Contact	Richard Adams, Community Safety & Resilience Manager Tel: 01865 252283 rjadams@oxford.gov.uk

ITEM 26:	COMMERCIAL WASTE COLLECTION CAPACITY ID: I014726

The Council is reaching its commercial wastes collection capacity and requires an additional recycling collection vehicle and operational crew. This report requests the funding for this.

Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Part exempt -
Will this decision be preceded by any form of consultation?	Between Direct Services Waste & Recycling Operations and Finance Business Partners.
Decision Taker	City Executive Board Council
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Head of Direct Services

Report Contact	Ashley Buttress, Waste Operations Co-ordinator Tel: 07824384247 abuttress@oxford.gov.uk, Stuart Pohler, Recycling & Waste Operations Manager Tel: 07824 384 247 spohler@oxford.gov.uk

COUNCIL - 6 FEBRUARY 2017

To include any reports from CEB

ITEM 27:	OUTSIDE ORGANISATIONS/COMMITTEE CHAIR REPORTS: OXFORDSHIRE PARTNERSHIPS (COVERING ALL PARTNERSHIPS) ID: I015279
To update the Council on the work of the Oxfordshire Partnerships.	
Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	
Decision Taker	Council
Executive Lead Member	Corporate Strategy and Economic Development
Lead Executive Director	Assistant Chief Executive
Report Contact	Val Johnson, Policy and Partnerships Team Leader Tel: 01865 252209 vjohnson@oxford.gov.uk

CEB 9 FEBRUARY 2017

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

ITEM 28:	GRANT ALLOCATIONS TO COMMUNITY AND VOLUNTARY ORGANISATIONS 2017/2018 ID: I014681
This report is for the City Executive Board to make decisions on the allocation of grants to the community and voluntary organisations for 2017/2018. A further monitoring report on the reported achievements resulting from these grants allocations will be submitted to the City Executive Board in June 2018.	
Is this a Key Decision?	Not Key
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Culture and Communities
Lead Executive Director	Head of Community Services
Report Contact	Julia Tomkins, Grants & External Funding Officer Tel: 01865252685 jtomkins@oxford.gov.uk

ITEM 29:	CAPITAL STRATEGY 2017/18 ID: I014411

To consider the Council's Capital Strategy for 2017/18.

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board Council
Executive Lead Member	Finance, Asset Management and Public Health
Lead Executive Director	Executive Director for Organisational Development and Corporate Services
Report Contact	Nigel Kennedy, Head of Financial Services Tel: 01865 252708 nkennedy@oxford.gov.uk

ITEM 30:	REFRESH OF CARBON MANAGEMENT PLAN: 2017 -2022 ID: I014782

The current five year phase of the Carbon Management Plan ends in March 2017 – it is expected that the corporate target of implemented carbon reduction measures across the estate and operations of the council of 5%/y min. will be exceeded for the 5 year phase to that point. The refreshed plan will: look ahead to the next five year phase; quantify the tCO2 required each year to meet the ongoing 5%/y min. corporate target; describe the approach to be taken particularly with regard to energy and water management, and intention to follow the ISO 50001 standard.

Is this a Key Decision?	Yes
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Input will be sought from OCC staff whose roles have implications for the carbon emissions of the council
Decision Taker	City Executive Board
Executive Lead Member	A Clean and Green Oxford
Lead Executive Director	Executive Director for Community Services
Report Contact	Paul Spencer, Energy & Carbon Manager Tel: 01865 252238 pspencer@oxford.gov.uk, Paul Robinson, Team Manager, Energy and Climate Change Tel: 01865252541 probinson@oxford.gov.uk

ITEM 31:	REFURBISHED OF BARTON COMMUNITY CENTRE ID: I015164

Approval to undertake refurbishment works including the creation of the new doctor surgery.

Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	The local community have already been consulted on what they would like to see in an improved centre. Further consultation on the design detail will take place in October but will not affect the contract

	award
Decision Taker	City Executive Board
Executive Lead Member	Leisure, Parks and Sport
Lead Executive Director	Head of Community Services
Report Contact	Julia Castle, Senior Lettings & Disposal Surveyor jcastle@oxford.gov.uk

ITEM 32:	**EAST OXFORD COMMUNITY CENTRE - IMPROVEMENT SCHEME ID: I015275**
To present an improvement scheme for the East Oxford Community Centre following public consultation.	
Is this a Key Decision?	Yes It is likely to result in the Council incurring expenditure which is greater than £500,000
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	Public Consultation
Decision Taker	City Executive Board
Executive Lead Member	Culture and Communities
Lead Executive Director	Executive Director for Community Services
Report Contact	Vicky Trietline, Development Project Management Surveyor Tel: 01865 529881 vtrietline@oxford.gov.uk

COUNCIL (BUDGET) - 20 FEBRUARY 2017

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

CEB 9 MARCH 2017

ITEM 33:	**ALLOCATION OF HOMELESSNESS PREVENTION FUNDS ID: I014979**
To agree the allocation of the homelessness prevention funds with the purpose of meeting the objectives of the homelessness strategy	
Is this a Key Decision?	Yes It is significant in terms of its effect on communities living or working in an area comprising two or more wards
Is this item open or exempt to the public?	Open -
Will this decision be preceded by any form of consultation?	None
Decision Taker	City Executive Board
Executive Lead Member	Housing
Lead Executive Director	Head of Housing and Property
Report Contact	Ossi Mosley, Rough Sleeping & Single Homelessness Officer omosley@oxford.gov.uk

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Scrutiny recommendation tracker – 13 October 2016 CEB

The City Executive Board (CEB) on 13 October agreed responses to Scrutiny Committee recommendations on the following items:
- Tree Management Policy
- Implications of Brexit.

Tree Management Policy

Recommendation	Agreed?	Comment
1: That the following amendments are made to the Policy: a) The phrase 'perceived to be causing medical issues' in the bullet points at the top of page 5 of the Policy is replaced with 'undocumented medical conditions'. b) Explanation is added that challenges under the arbitration and review process will be assessed against the Policy. c) The statement that 'every tree felled should be replaced' on page 8 of the Policy is strengthened to say that 'every tree felled will be replaced'.	Agreed	C. Each tree will be replaced however this may not be in the same location as the tree that was removed.
2: That fruit trees are listed in the tree planting guide as an option for parks and that the policy mentions that people can help themselves to fruit from the fruit trees in Council parks.	Partially Agreed	We will add fruit trees to the Tree Planting list for Parks. The public will be able to take the fruit.
3: That the following are included in the Tree Planting Guide or the Customer Advice Guide, as appropriate: a) How the common trees meet the requirement of the policy. b) Which trees could be pollarded. c) Which trees are pollinators. d) A new section listing (fruit) trees that are suitable for parks. e) General advice to householders on what trees are appropriate for planting in gardens. f) Guidance on which trees are suitable for planting in future council sites.	Agreed	A. We will add the benefits of each tree in the Planting List i.e. native, flowering, fruiting, autumn colour or a particular benefit to pollination. B. We will provide a list in the Customer Advice Guide of the most common trees in Oxford that can be pollarded rather than listing all trees that can be pollarded. This list will not be exhaustive as the Tree Team may sometimes recommend pollarding other trees. C. As per point A. above we will include some additional information on the Planting List. D. Fruit trees will be added to the Tree Planting list for planting in suitable locations only i.e. Parks and not highways.

		E. We will add advice to the Customer Advice Guide
		F. We will add a statement requesting that the Council consults with the Tree Team in regards to new tree planting on Council owned Developments.
4: That the Tree Management Policy includes a clearer section at the start that highlights what the policy covers and what it does not cover, as well as signposting to where people can find additional information on trees from the City Council's Planning Department and Highways Authority.	Agreed	The introduction will be edited to make it clearer that this Policy is for the management of Council owned trees only. We will also add a signposting section to the Planning Department and the most common 3rd parties i.e. County Council Highways.

The implications of Brexit

Recommendation	Agreed?	Comment
1: That the Council explores whether there are opportunities to increase its levels of borrowing at historically low interest rates in order to fund additional revenue generating schemes.	Y	Within the Councils approved Medium Term Financial Plan is around £23million of prudential borrowing to fund investment in Oxpens and our own investment property to generate and maintain income streams. Additionally the Council has £11 million invested with external property funds earning significantly more in investment interest than typical banks and building societies. We will continue to explore opportunities for investment but we also need to be careful not to over-expose the Council to risk.
2: That the Council looks to partner with local Universities or economic institutions to study the wider impacts of Brexit on the economy of Oxfordshire, either through locally commissioned research or through an Oxfordshire case-study in wider examination.	Y	We will work with other organisations such as those mentioned to understand potential impacts of Brexit for Oxfordshire. Indeed we have heard from DCLG that some insights into the local situation will be appreciated and we would like these to be considered as part of any future devolution deal.

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**OXFORD
CITY
COUNCIL**

To:	**City Executive Board**
Date:	**17 November 2016**
Report of:	**Head of Planning and Regulatory Services**
Title of Report:	**Annual Monitoring Report 2015/16**

Summary and recommendations	
Purpose of report:	To approve the Annual Monitoring Report for publication.
Key decision:	No
Executive Board Member:	Councillor Alex Hollingsworth, Planning and Regulatory Services
Corporate Priority:	A Vibrant and Sustainable Economy Meeting Housing Needs Strong and Active Communities A Clean and Green Oxford An Efficient and Effective Council
Policy Framework:	The Annual Monitoring Report is a statutory requirement providing information as to the extent to which the policies set out in the Local Plan are being achieved and the implementation of the Local Development Scheme. The scope of those policies is wide and encompasses all of the Council's corporate priorities.
Recommendation(s):That the City Executive Board resolves to:	
1. **Approve** the Annual Monitoring Report 2015/16 for publication.	
2. **Authorise** the Head of Planning and Regulatory Services to make any necessary additional minor corrections not materially affecting the document prior to publication.	

Appendices	
Appendix 1	Annual Monitoring Report 2015/16
Appendix 2	Risk Assessment

Introduction and background

1. The Annual Monitoring Report (AMR) 2015-16 assesses the effectiveness of planning policies contained within Oxford's Local Plan as well as the implementation of the Local Development Scheme and Duty to Cooperate. The AMR covers the period 1st April 2015 to 31st March 2016 and is a factual document.

2. Section 35 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to publish monitoring reports at least yearly in the interests of transparency.

3. The AMR provides feedback to Members, stakeholders and residents on the performance of planning policies and whether the objectives of those policies are being achieved. In doing so, monitoring enables the City Council to respond more quickly to changing priorities and circumstances. In addition, statutory plans are assessed at independent examination on whether the policies are founded on robust and credible evidence, and whether there are clear mechanisms for implementation and monitoring.

Findings of the 2015/16 Annual Monitoring Report

4. The performance of planning policies is monitored using a traffic-light approach. Performance in 2015/16 is summarised in Table 1.

	Targets and objectives have been met / data indicates good progress towards meeting targets.	Limited progression towards meeting targets / insufficient information to make an assessment.	Data indicates under-performance against targets and objectives.
A Vibrant and Sustainable Economy	4 (67%)	2 (33%)	0 (0%)
Meeting Housing Needs	6 (67%)	3 (33%)	0 (0%)
Strong and Active Communities	3 (75%)	1 (25%)	0 (0%)
A Clean and Green Oxford	7 (78%)	1 (11%)	1 (11%)
An Efficient and Effective Council	N/A – Traffic lights are not used to monitor progress in this section as there are no fixed targets.		

Table 1: Summary of performance against targets 2015/16

5. Overall performance in 2015/16 is positive, with the majority of indicators scoring green ratings for meeting or making considerable progress towards targets.

6. In the 2015/16 monitoring year, 383 (net) dwellings were completed in Oxford. This represents an increase in comparison to recent years.

7. The dwelling completions in the 10 years since the start of the Core Strategy period (2006/07 to 2015/16) totalled 3,843 (net). The forecast figure was 4,000 dwellings. This is just 157 fewer completed dwellings than had been planned. This is very positive considering that this period included the recession in 2008 and the impacts that this had on the housebuilding market. This shortfall is expected to be made up within the next few years when completion rates are forecast to increase with a

number of large sites being developed, including Barton Park and the two Littlemore sites.

8. 164 (net) affordable dwellings were completed in the 2015/16 monitoring year. This includes 107 (net) affordable dwellings provided through the City Council's own housebuilding programme. The total number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2015/16) is 1,157 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council's own housebuilding programme. The City Council also received £375,619 towards affordable housing provision through s106 agreements in 2015/16. This money will be used to provide affordable homes in Oxford in line with the City Council's Housing Strategy.

9. Core Strategy Policy CS25 encourages each university to have no more than 3,000 full-time students living outside of university provided accommodation in Oxford. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two Universities should be matched by an equivalent increase in student accommodation. Applications for new or redeveloped academic floorspace will be assessed on this basis.

10. In the 2015/16 monitoring year, the University of Oxford had 2,932 students living outside of university provided accommodation in Oxford. This is within the Core Strategy Target.

11. In 2015/16 Oxford Brookes University had 3,747 students living outside of university provided accommodation in Oxford, an increase on the previous monitoring year when there were 3,451 Oxford Brookes students living outside of university provided accommodation in Oxford. It is disappointing that Oxford Brookes has not met the Core Strategy target in 2015/16, particularly when the University had indicated to us that the number of students living outside of university provided accommodation in Oxford would decrease during the monitoring year. Oxford Brookes University has commented that recent trends in students living outside of university provided accommodation in the city are a result of an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012. It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.

12. The approach set out in Core Strategy Policy CS25 will be a key consideration in determining any planning applications from Oxford Brookes University. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for any additional academic/administrative accommodation (including redeveloped academic floorspace) for use by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution.

13. The City Council has continued to grant planning permissions for additional purpose-built student accommodation (not specific to the universities' use) and there are several major proposals for further student accommodation which we

expect to see coming forwards in the next few years. In the 2015/16 monitoring year 125 (net) units of student accommodation were completed. Planning permission was also granted for a further 225 (net) units of student accommodation.

14. Significant progress has been made on key projects in the West End during 2015/16. This includes the completion of remodelling works at Frideswide Square, the redevelopment of the Westgate Centre and the commencement of a mixed use development to include 133 student rooms on St Aldate's/Queen Street. A Supplementary Planning Document is also being prepared to guide the redevelopment of the railway station site. The City Council is also working with Nuffield College (OXWED) to bring the Oxpens development forward which will deliver a substantial number of new homes and new B1 office and research and development floorspace. These developments will bring about significant positive change in this part of the city centre.

15. Significant progress has also been made towards delivering new homes at Barton Park, with reserved matters approval being granted for Phase 1 of the development (237 dwellings) in March 2016. Good progress has been made by the City Council/Grosvenor joint venture Barton Oxford LLP in delivering the strategic infrastructure necessary to enable development. Developers Hill started work on constructing new homes under Phase 1 in October 2016.

16. Progress is also being made in bringing the Northern Gateway development forward and an outline planning application is currently being prepared.

17. The Council is also partnering the University of Oxford and colleges in the preparation of a spatial development plan for the University. Masterplans are being progressed for the Osney Mead area and the Churchill Hospital campus.

18. The only indicator to score red due to under-performance against targets was Indicator 30: Appeals allowed where conservation policies are cited as a reason for refusal. Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied, meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.

19. In January 2016 the City Council adopted a new Local Development Scheme which sets out the work programme for producing a new Oxford Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. One of the biggest challenges that the new Local Plan will need to consider will be the shortage of housing and the unaffordability of housing in Oxford. An initial 'first steps' consultation has been undertaken during Summer 2016 and the City Council will be reviewing the comments received alongside other evidence to develop policy

options which will be consulted on in Summer 2017. The Local Plan will be submitted for examination in 2018.

Environmental Impact

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

Financial implications

21. There are no financial implications arising from this report, however the AMR does report on the collection and spending of monies through the Community Infrastructure Levy (CIL) and s106 developer contributions.

Legal issues

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

Level of risk

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

Equalities impact

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

Report author	Rebekah Knight
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Background Papers: None

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Annual Monitoring Report

1 April 2015 - 31 March 2016

Published November 2016

Building a world-class city for everyone

www.oxford.gov.uk

OXFORD CITY COUNCIL

Contents

Introduction

Building a world-class city for everyone

1.1   The City Council's ambition, developed with partners including local businesses, community organisations, the health and education sectors and the County Council, is to make Oxford a world-class city for all its citizens. Planning plays a key role in helping to deliver this, by seeking positive improvements in the quality of Oxford's built and natural environments, as well as in the quality of life of local people. Planning is essential to ensuring that Oxford has the homes, jobs and infrastructure necessary to make this vision a reality.

1.2   The Annual Monitoring Report (AMR) reviews how effective our planning policies and processes are in helping to achieve this vision. (Oxford's planning policy documents are listed in Appendix A.)

1.3   Regularly reviewing the effectiveness of planning policies helps to ensure that progress is being made towards achieving objectives. Monitoring also helps to identify when policies may need adjusting or replacing if they are not working as intended or if wider social, economic or environmental conditions change. The City Council also has a legal duty to monitor certain aspects of planning performance (Appendix B).

1.4   This is Oxford's twelfth AMR. It monitors the implementation of policies in the Core Strategy 2026 and the Sites and Housing Plan 2011-2026 (Appendix C). Performance against Core Strategy Sustainability Appraisal targets is also assessed (Appendix D).

1.5   The AMR is based on the City Council's five corporate priorities, as set out in the Corporate Plan:
   - A Vibrant and Sustainable Economy
   - Meeting Housing Needs
   - Strong and Active Communities
   - A Clean and Green Oxford
   - An Efficient and Effective Council

How performance is assessed

1.6 Throughout the AMR traffic light symbols are used to summarise performance in relation to targets and to highlight where action may need to be taken:
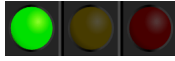
Explanation: Targets and objectives have been met or data indicates good progress towards meeting them.

Action: Continue policy implementation as normal.
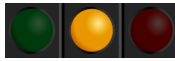
Explanation: Limited progress towards meeting targets or where there is insufficient information to make an assessment.

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

Explanation: Data indicates under-performance against targets.

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

Summary of Performance 2015/16

A Vibrant and Sustainable Economy	🟢 ⚫ 🔴 4 (67%)	🟢 🟠 🔴 2 (33%)	🟢 ⚫ 🔴 0 (0%)

1.7   Oxford is the economic and cultural hub of Oxfordshire's world-class knowledge economy. Oxford makes a significant contribution to the national economy and is a global centre for education, health, bioscience, digital and car manufacturing.

1.8   AMR indicators show that existing planning policies are helping to provide a supply of employment land that contributes towards economic growth to meet the needs of the current Local Plan (Indicator 1).

1.9   In 2015/16, planning permission was granted for new medical research and university academic floorspace, showing continued investment in these key sectors in Oxford (Indicator 3). Planning permission was also granted for a range of other Class B employment uses which will help to support local economic growth (Indicator 2).

1.10   Local Plan policies have continued to successfully focus new retail developments in the city, district and neighbourhood centres (Indicator 4), although the proportion of A1 retail uses at ground floor level in these areas has gradually decreased over time. This suggests that wider economic trends, such as the increasing popularity of online shopping, are changing the role that local centres play in people's lives. Vacancy rates in Oxford's centres continue to fluctuate, but are generally relatively low, particularly in the City Centre. There were however increased vacancy rates in the Headington and Summertown district centres in 2015/16. This will need close attention in future monitoring years to understand if this is a short term fluctuation or a longer term issue that may need addressing (Indicator 5).

Meeting Housing Needs	🟢 ⚫ 🔴 7 (78%)	🟢 🟠 🔴 2 (22%)	🟢 ⚫ 🔴 0 (0%)

1.11   There is a severe housing crisis in Oxford. A growing population means that there is high demand for housing, but the supply of new homes is limited by the constrained nature of the city. The average house price in Oxford is now sixteen times the average wage, making Oxford the least affordable place to live in England.

1.12   Tackling the housing crisis is one of the City Council's top priorities. The City Council is actively working to build as many affordable homes as possible, to unlock a series of major development sites, to work with private landlords to raise standards in rented homes, to retain a significant stock of social housing and to work with neighbouring councils and central Government to meet our housing need.

1.13   In 2015/16 383 (net) new homes were completed in Oxford. This is close to the 400 dwellings per year target set in the Core Strategy and represents a positive increase in housing completions in comparison to recent years (Indicator 7).

1.14   The cumulative number of dwellings completed in the ten years since the start of the Core Strategy period (2006/07 to 2015/16) is 3,843 dwellings (net). The cumulative number of

completions that might have been expected during this period is 4,000 dwellings. Therefore at the end of 2015/16 there were just 157 fewer completed dwellings than might have been expected. This should be considered in the context of the 2007/08 financial crisis which had a dramatic impact on the housebuilding industry for several years. It is anticipated that this shortfall will be addressed within the next few years as major schemes such as Barton Park Phase 1[1] (237 dwellings), Littlemore Park[2] (270 dwellings) and Land North of Littlemore Healthcare Trust[3] (140 dwellings) are built out. The City Council is also working in partnership with Nuffield College to develop the Oxpens site which will deliver 300-500 new homes. Another 500 new homes are also planned for the Northern Gateway site and a further 648 homes will be delivered through Barton Park Phases 2 and 3.

1.15 Of the 383 (net) new homes delivered in the city during 2015/16, 164 (net) were affordable homes (102 social rent and 62 affordable rent). This includes 107 (net) affordable dwellings completed through the City Council's own housebuilding programme (Indicator 8). The City Council was one of the first authorities in England to re-start council house building with new powers and funding and has now established a housing company to undertake further development.

Strong and Active Communities

3 (75%) 1 (25%) 0 (0%)

1.16 Oxford's population is not only growing, it is also becoming increasingly diverse. It is important that all groups in the community have opportunities to engage in city life and to achieve their potential.

1.17 For many people, Oxford is a thriving place with a wide range of opportunities for work and leisure. However there are parts of the city that suffer from significant deprivation and are in need of positive change. There are also parts of the city that are underperforming in terms of making an efficient use of land and meeting the city's current and future needs. The regeneration of these areas is required to meet the needs of local people and to ensure that Oxford maintains its world-class status.

1.18 The Core Strategy identifies five priority areas for regeneration: Barton, Blackbird Leys, Northway, Rose Hill and Wood Farm. Physical regeneration in these areas is to be housing led, with a focus on improving the quality and mix of housing. Indicator 21 shows that good progress continues to be made in delivering positive change in these areas.

1.19 The West End is a key part of the city centre which is currently under-utilised and the City Council has produced an Area Action Plan (AAP) to guide its physical regeneration. This is a challenging part of the city to redevelop as it includes multiple sites, under various land ownerships, that will become available for development at different times. However, significant progress has been made on key projects in the West End during 2015/16 (Indicator 22). This includes the completion of transport and public space improvements at Frideswide

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[1] Phase 1 reserved matters permission granted March 2016 (planning application reference 15/03642/RES).
[2] Outline planning permission granted March 2016 (planning application reference 14/02940/OUT).
[3] Reserved matters permission granted March 2016 (planning application reference 15/02269/RES).

Square, the on-going redevelopment of the Westgate Centre (expected completion Autumn 2017) and the commencement of redevelopment works at 4-5 Queen Street and 114-119 St Aldate's to deliver a mixed use scheme including A1 retail with A2 offices or A3 restaurants at ground floor level and 133 students on upper floors. The City Council is also working with Nuffield College (OXWED) to bring the Oxpens development forward which will deliver a substantial number of new homes and new B1 office and research and development floorspace.

A Clean and Green Oxford

7 (78%)   1 (11%)   1 (11%)

1.20   Long term environmental sustainability is key to ensuring Oxford's future. The City Council's vision is for Oxford to be a city that is energy efficient, rich in biodiversity and with a growing resource of fossil-free energy and a demonstrably lower environmental footprint.

1.21   Oxford's planning policies are continuing to protect and enhance the city's natural environment. There has been no loss of public open space (Indicator 32) or areas of biodiversity importance (Indicator 25) and no inappropriate development permitted in the Green Belt during 2015/16 (Indicator 27).

1.22   Planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes, suggesting that the Natural Resource Impact Assessment continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.

1.23   The only indicator to score red due to under-performance against targets was Indicator 30: Appeals allowed where conservation policies are cited as a reason for refusal. Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied, meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.

An Efficient and Effective Council

1.24   In January 2016 the City Council adopted a new Local Development Scheme which sets out the work programme for producing a new Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This is an exciting opportunity to review planning policy aspirations and strategies to best meet the current and future needs of the city. One of the biggest challenges that the new Local Plan will need to consider will be the shortage of housing and the unaffordability of housing in Oxford. An initial 'first steps' consultation has been undertaken during Summer 2016 and the City Council will be reviewing the comments received alongside other evidence to develop policy options which will be consulted on in Summer 2017.

1.25   The City Council has continued to engage in on-going, constructive collaboration with neighbouring authorities and other statutory bodies as required under the Duty to Cooperate. This includes engagement in relation to the new Oxford Local Plan 2036 and active involvement in a number of on-going joint-working and partnership relationships. The City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the Oxfordshire Housing Market Area is met in emerging Local Plans. This includes contributing to meeting housing need that cannot be met in Oxford because of the city's tightly drawn administrative boundary and intrinsic environmental constraints.

1.26   On 30 December 2015 the planning policy, development management, design and heritage, planning appeals, planning applications and planning enforcement teams were awarded ISO 9001 quality management accreditation. This is an internationally recognised standard which recognises the continuous monitoring and management of processes to ensure that services are as effective and efficient as possible.

A Vibrant and Sustainable Economy

Ambition: **A smart and entrepreneurial city with a thriving local economy supported by improved infrastructure, training and skills.**

Snapshot of Oxford's Economy:	
Number of businesses:	4,585 businesses in Oxford in 2015[4] (+6.9% on 2014)
Total number of jobs:	131,000 jobs in Oxford in 2015[5] (+9.2% on 2014) Oxford has had the fastest private sector job growth outside of London in the last 5 years (17.8% growth)[6]
People commuting into Oxford for work:	46,000 people commute into the city for work[7]
Education and skills:	While 43% of Oxford's residents have degree-level qualifications or above, 22% have no or low qualifications.
Unemployment:	3,400 people in Oxford were considered unemployed in 2015. This represents 3.5% of Oxford's population.[8]
Contribution to the National Economy:	Oxford is ranked 7th out of 54 English cities for its contribution to the national economy (£58,150 GVA per worker)[9]. Oxfordshire has also been named the most innovative business location in the UK by the Enterprise Research Centre[10].
Annual number of visitors:	Oxford attracts approximately 9 million visitors per year, generating £770 million of income for local businesses. Oxford is the seventh most visited city in the UK by international visitors.

Spatial distribution of jobs in Oxford:

Summertown 6,400
Headington 19,100
Botley Road 3,400
City Centre 31,400 workers
Cowley Road 3,700
Cowley 16,200
Littlemore 3,800

Jordan Hill Business Park
Summertown shops
John Radcliffe Hospital
Radcliffe Observatory Quarter
Oxford Uni Science Area
Headington shops
Oxford University Press
Oxford Brookes University
Nuffield Orthopaedic Hospital
Botley Road retail parks
Carfax
City of Oxford College
Churchill Hospital
Osney Industrial Estate
Cowley Road
Templars Sq Shopping Centre
BMW Plant
Oxford Business Park
Cowley Retail Park
Littlemore Hospital
Oxford Science Park

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[4] Nomis (2015) UK Business Counts
[5] Nomis (2014) Job Density
[6] Centre for Cities (2016) Fast Growth Cities: The opportunities and challenges ahead
[7] Office of National Statistics (2011) Census Data
[8] Nomis (2015) Employment and unemployment January 2015 – December 2015
[9] Centre for Cities (2016) Oxford Fact Sheet
[10] Enterprise Research Centre Benchmarking Local Innovation: The innovation geography of the UK

Indicator 1: EMPLOYMENT LAND SUPPLY

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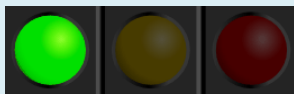(Oxford Core Strategy Policy CS27)

Performance against target 2015/16:

Performance in previous two years:
2014/15:

2013/14:

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

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

Table 1: Oxford's gross employment land supply up to 2026 (allocated sites and those currently in use) [11]

2.2 There has been no change in the total gross employment land supply in 2015/16 when compared to the previous monitoring year.

2.3 A thorough review of Oxford's Employment Land supply has been undertaken during 2015/16-2016/17 as part of the evidence base for the new Local Plan 2036. This will be published separately.

Key Protected Employment Sites

2.4 Policy CS28 of the Core Strategy states that changes of use away from business uses (B1, B2 or B8) within key protected employment sites will not be supported. There was one completion counted in the 2015/16 monitoring year that involved the loss of a Class B use on a key protected employment site. This was the change of use of the ground floor of Osney Mead House, Osney Mead from B1a office to D2 fitness centre (13/01238/FUL). However, this is not considered to constitute the complete loss of a key protected employment site as Class B employment uses are maintained at upper levels.

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[11] Estimates for the West End and Northern Gateway have been included in the totals column as the exact breakdown between uses is unknown at present.

Indicator 2: PLANNING PERMISSIONS GRANTED FOR NEW B1 FLOORSPACE

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

Monitoring Year	B1a Offices	B1b Research + development	B1c Light industry	Total B1 floorspace permitted
2015/16	**513m^2**	**48,458m^2**	**Nil**	**48,971m^2**
2014/15	1,069m^2	810m^2	Nil	1,879m^2
2013/14	263m^2	Nil	Nil	263m^2

Table 2: Net additional B1 floorspace (GIA) permitted 2013/14-2015/16

2.5 Table 2 shows that planning permission was granted for 48,971m^2 of new B1 business floorspace in 2015/16. The majority of this floorspace is attributed to reserved matters permission being granted for a new Bioescalator/Amenities Building at Old Road Campus (15/00996/RES). The Bioescalator is a joint project between the University of Oxford and Central Government, with the Government contributing £11.1m of funding through the Oxford and Oxfordshire City Deal as part of an investment programme to promote innovation in healthcare and the creation of new companies.

2.6 In addition to the B1 permissions, planning permission was also granted for 1,084m^2 B2 general industry floorspace during the monitoring year. (Planning permission 15/02262/FUL for the erection of a warehouse building at UYS Ltd, Garsington Road.)

2.7 There is no specific target in the Local Plan or Corporate Plan 2015-2019 for new employment floorspace to be permitted in Oxford in 2015/16, however the new Corporate Plan 2016-2020 sets a target of permitting 15,000m^2 of employment floorspace each year from 2016/17 onwards. In this context, permissions for new employment floorspace granted in 2015/16 exceed expectations.

Indicator 3: PLANNING PERMISSIONS GRANTED FOR KEY EMPLOYMENT USES (hospital healthcare, medical research and university academic teaching and study)

Target: Majority (more than 50%) of new hospital healthcare and medical research development to focus on Headington and Marston. 100% of new academic (teaching and study) development to focus on existing sites under the control of the universities.
(Oxford Core Strategy Policies CS25, CS29 & CS30)

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:
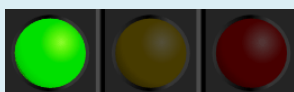
2.8 Oxford is home to world-class hospital healthcare and medical research facilities. The hospital trusts based in Oxford and University medical schools also provide significant employment opportunities within the city.

2.9   Table 3 shows that planning permission was granted to extend the Oxford Centre for Human Brain Activity at Warneford Hospital during 2015/16. This demonstrates the on-going investment in medical research facilities in the city. As this development is located on an existing hospital site in Headington, it meets the Core Strategy target.

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing sites in Headington and Marston?
15/00950/FUL	Erection of first floor and two storey extensions to Oxford Centre for Human Brain Activity (B1b medical research).	458m^2	YES - Warneford Hospital
15/00996/RES	Erection of Bioescalator/Amenities Building. (Part reserved matters relating to Plot B4, seeking approval of appearance, landscaping, scale and layout) (B1b medical research / D1 University teaching and study).	48,000m^2	Yes - Old Road Campus, Roosevelt Drive
15/02662/FUL (Temporary)	Provision of mobile theatre unit for a temporary period of up to 12 months (C2 hospital healthcare).	N/A – not permanent floorspace	YES - John Radcliffe Hospital
	TOTAL:	**48,458m^2** (100% on existing sites)	

Table 3: Location of new hospital healthcare and medical research developments permitted in 2015/16

2.10   Oxford is also a global centre for education and the city benefits significantly from the presence of the two Universities, both in terms of the skills emerging from them and employment and investment opportunities.

2.11   Tables 4 and 5 show planning permissions granted for new university academic teaching and study floorspace in Oxford during 2015/16. All of the development permitted would be located on existing sites under the control of the universities in accordance with the Core Strategy target.

Application Reference	Description of Development	Net additional floorspace (GIA)	Located on existing university site?
The University of Oxford			
15/03105/FUL	Erection of 2 storey extension together with rear extensions at levels D, E and F, new entrance, lay-bys and nitrogen tank (D1 University teaching and study).	3,239m^2	Yes – Tinbergen Building, South Parks Road
15/01549/FUL	Demolition of Staircase 6 and the West Building. Erection of new four storey annexe with basement to provide library storage facilities; readers' rooms; public exhibition space; and Historic and Special Collections Archive (D1 University teaching and study).	922m^2	Yes - Corpus Christi College, Merton Street
15/00849/FUL	Demolition of garages and store. Erection of three storey building to provide music practice rooms (D1 University teaching and study).	131m^2	Yes - New College, Mansfield Road
	TOTAL:	**4,292m^2 (100% on existing sites)**	

Table 4: University of Oxford academic (teaching and study) development permitted 2015/16

| Oxford Brookes University			
15/01590/FUL	Demolition of existing side extension. Erection of side extension. Over-cladding of the Sinclair Annexe building (D1 University teaching and study).	-11m^2	Yes - Gipsy Lane Campus
15/02341/FUL	Refurbishment of part of University campus consisting of: 1. Demolition of existing main hall and lecture theatre. 2. Construction of replacement main hall. 3. Overcladding and refurbishment of Sinclair Building. 4. Removal of elevation and recladding and refurbishment of Clerici and former library buildings. 5. Re-planning of forecourt, car park and landscaped area to Gipsy Lane frontage. (D1 University teaching and study)	-199m^2	Yes - Gipsy Lane Campus
	TOTAL:	**-210m^2 (100% on existing sites)**	

Table 5: Oxford Brookes University academic (teaching and study) development permitted 2015/16

Indicator 4: LOCATION OF NEW A1 RETAIL DEVELOPMENT

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:
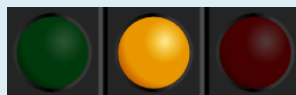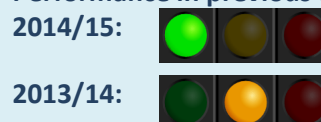
2.12   The Core Strategy aims to focus land uses that attract a large number of people (such as retail) in the city centre, primary district centre, four other district centres and neighbourhood centres. These are highly accessible locations, reducing the need to travel by car. This also encourages the reuse of previously developed land and helps to maintain the vitality of Oxford's centres. Table 6 outlines planning permissions granted for new A1 retail development in 2015/16 and whether they complied with the locational requirements of Policy CS31.

Application Reference	Site	Proposed Retail Development	Net Additional A1 floorspace (GIA)	Within the six areas of Oxford's retail hierarchy?
15/00775/FUL	Nuffield Arms 25-27 Littlemore Road	Change of use from A4 public house to A1 retail. Part demolition of existing building. Erection of a single storey side extension.	292m^2	YES – Summertown District Centre
15/02560/FUL	119 Botley Road	Change of use from sui generis massage clinic to A1 retail (retrospective).	25m^2	YES – Botley Road
15/03709/FUL	Currys, Horspath Driftway	Erection of two storey side extension and first floor front extension. Installation of new shop front and plant enclosure.	333m^2	NO – Extension of existing A1 use within an existing retail park
15/02721/FUL	Leys Spar Ltd, Dunnock Way	Erection of a single storey extension.	82m^2	NO – Extension of existing local convenience store in residential area

Table 6: New A1 retail floorspace permitted in 2015/16

2.13   Table 6 shows that planning permission was granted for four developments that would result in a net increase in A1 retail floorspace in 2015/16. Of these applications, two were located on sites that fall within Oxford's retail hierarchy and therefore complied with the locational requirements of Policy CS31. The two applications that did not comply with Policy CS31 were both extensions of existing A1 retail uses.

Indicator 5: DESIGNATED RETAIL FRONTAGES

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

Vitality

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

	Local Plan Target	2015/16	2014/15	2013/14	2012/13	2011/12
City Centre						
Primary shopping frontage	**75%**	75.29%	78.19%	77.73%	78.57%	79.15%
Secondary shopping frontage	**50%**	50.00%	50.00%	52.27%	51.88%	-
District Shopping Frontages						
Cowley Centre (Primary district centre)	**65%**	72.04%	73.91%	74.73%	74.71%	74.42%
Cowley Road	**65%**	56.60%	58.49%	50.33%	58.49%	58.49%
Headington	**65%**	62.50%	63.39%	64.29%	63.40%	63.72%
Summertown	**65%**	63.00%	63.00%	64.00%	64.36%	64.36%
Blackbird Leys[12]	**N/A**	N/A	N/A	N/A	N/A	N/A

Table 7: Designated Retail Frontages - Percentage of A1 retail units at ground floor level 2011/12-2015/16[13]

2.15   As Table 7 shows, there have generally been sight decreases in the proportion of A1 retail uses at ground floor level on Oxford's designated street frontages in 2015/16 when compared to the previous monitoring year. This is in keeping with overall trends showing a gradual decline in the proportion of A1 retail uses at ground floor level over time (although there is some fluctuation within this).

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

[13] 2015/16 figures for the City Centre primary shopping frontage exclude the Westgate Centre as this this is currently being redeveloped.

2.16 In recent years additional permitted development rights have been introduced allowing A1 retail uses to change, temporarily or permanently, to other specified uses without the need for planning permission (although prior approval is required in some cases). This means that it is increasingly difficult to control the proportion of retail uses on Oxford's designated frontages through the planning system. Table 7 indicates that this has not had a significant impact on Oxford's designated frontages to date, however this will need to be closely monitored in future years to fully understand the impacts of these changes.

Vacancy Rates

2.17 The proportion of vacant units is a key market indicator used to measure the vitality and viability of city and district centres.
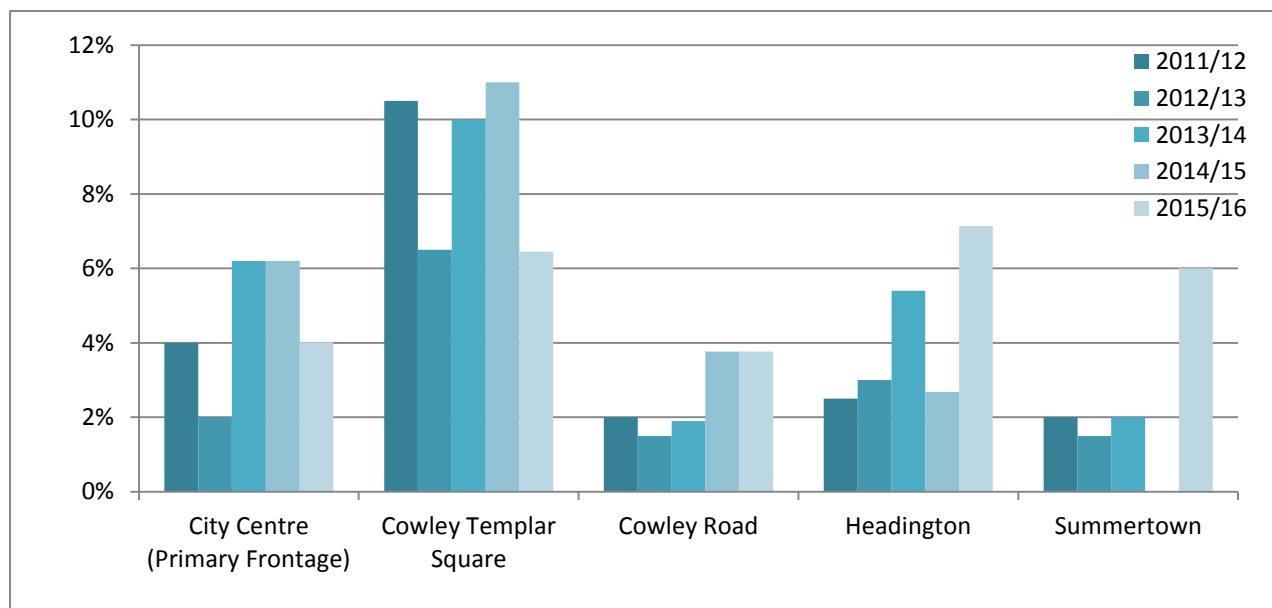
Figure 1: Designated retail frontages – proportion of vacant units 2011/12-2015/16[14]

2.18 Vacancy rates continue to fluctuate over time (Figure 1). It is notable that vacancy rates in the City Centre and Cowley Templar Square were lower in 2015/16 than in the previous monitoring year, which is a positive change.

2.19 There was an increase in the proportion of vacant units in the Headington and Summertown district centres in 2015/16. There were eight vacant units in Headington district centre in January 2016 compared with three vacant units in January 2015, and there were six vacant units in Summertown district centre in January 2016 compared with nil vacant units in January 2015. This will need close attention in future monitoring years to understand whether this is a temporary occurrence or a longer term issue that may need addressing.

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[14] 2015/16 figures for the City Centre primary shopping frontage exclude the Westgate Centre as this this is currently being redeveloped.

Indicator 6: SUPPLY OF SHORT STAY ACCOMMODATION

Target: Net growth in short-stay accommodation bedrooms (Oxford Core Strategy Policy CS32)

Performance against target 2015/16:
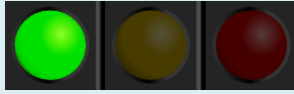
Performance in previous two years:

2014/15:
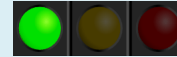
2013/14:
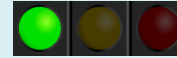
2.20   Tourism is a key part of Oxford's economy and the city receives a large number of visitors each year. The Core Strategy seeks to support sustainable tourism by encouraging longer stays and greater spend in the city by increasing the amount and range of short-stay accommodation available. In the 2015/16 monitoring year planning permission was granted for 70 (net) additional short stay accommodation bedrooms in Oxford.

Meeting Housing Needs

Ambition: **Improving Oxford residents' access to affordable and high-quality homes in good environments that are close to jobs and facilities.**

Snapshot of Oxford's Housing Needs

Total number of households:	55,400 households in Oxford[15]
Total students at Oxford University:	22,601 students at The University of Oxford (Dec 2015)
Total students at Oxford Brookes:	17,149 students at Oxford Brookes University (Dec 2015)
Households on the Housing Register:	3,534 households on the Housing Register in March 2016. This is an increase of 195 households since March 2015 when there were 3,339 households on Oxford's Housing Register.
Households in temporary accomodation:	115 households in temporary accommodation in March 2016. This is 7% more than in March 2015.
Homeless households:	141 households were accepted as statutory homeless in 2015/16. This is 24% more than in 2014/15.

Housing tenure changes over time:

Whilst the proportion of households who live in social rented property (rented from the City Council or a housing association) has declined since 1981, the proportion of households living in private rented homes has almost doubled from 16% to 28%, meaning that as of 2011 more households now rent than own their home in Oxford. Over the last 20 years the proportion of Oxford households who own their home has declined from 55% in 1991 to 47% in 2011. This is well below the national average of 63% homeownership.

Housing affordability (Ratio of average income to average house price)**:**

Source: Land registry 2015 market trend data
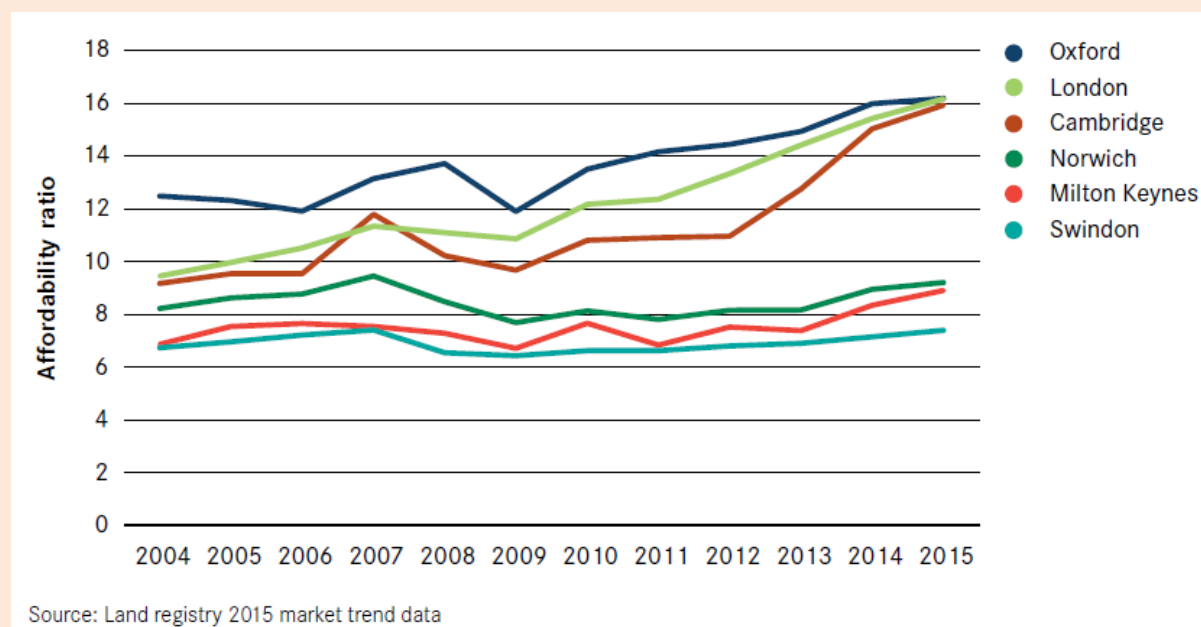
Average house prices in Oxford are 16 times the average wage, making it the least affordable place to live in England[16]. This has many impacts on families and communities, as well as employers and services that struggle to attract and retain staff.

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[15] Office of National Statistics (2011) UK Census data
[16] Centre for Cities (2016) http://www.centreforcities.org/data-tool/#graph=map&city=show-all

Indicator 7: HOUSING TRAJECTORY
(Planned housing and provision, net additional dwellings in previous years, the reporting year and in future years plus the managed delivery target)

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

Performance against target 2015/16:

Performance in previous two years:
2014/15:

2013/14: See SHLAA 2014

Housing Completions

3.1 The Core Strategy provides for a minimum of 8,000 dwellings from 2006 to 2026, with an average annual completion target of 400 dwellings per year.

3.2 Table 8 shows net dwellings completed since the start of the Core Strategy period. This takes into account dwellings gained and lost through new build completions, demolitions, changes of use and conversions.

3.3 In the 2015/16 monitoring year, 383 (net) dwellings were completed in Oxford. This is close to the 400 dwellings per year target set in the Core Strategy and represents a positive increase in housing completions in comparison to recent years.

Year	Dwellings Completed (net)
2006/07	821
2007/08	529
2008/09	665
2009/10	257
2010/11	200
2011/12	228
2012/13	213
2013/14	215*
2014/15	332*
2015/16	383*
Total:	**3,843**

Table 8: Net additional dwellings completed since the start of the Core Strategy period

*Note: Total completions for the year 2013/14 and later include C3 residential dwellings plus a dwelling equivalent figure for C2 student accommodation and care home rooms to reflect changes introduced in the Planning Practice Guidance in 2014.

3.4 The cumulative number of dwellings completed in the ten years since the start of the Core Strategy period (2006/07 to 2015/16) is 3,843 dwellings (net). The cumulative number of completions that might have been expected during this period is 4,000 dwellings. Therefore at the end of 2015/16 there were just 157 fewer completed dwellings than might have been expected. This should be considered in the context of the 2007/08 financial crisis which had a dramatic impact on the house building industry for several years. It is anticipated that this shortfall will be addressed within the next few years when completions are forecast to increase (Figure 2).

Housing Permissions

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

Year	Dwellings permitted (net)
2006/07	501
2007/08	653
2008/09	348
2009/10	283
2010/11	148
2011/12	235
2012/13	102
2013/14	1,113
2014/15	184
2015/16	855
Total:	**4,422**

Table 9: Net additional C3 dwellings permitted since the start of the Core Strategy period

3.6 Table 9 shows C3 dwellings permitted (net) since the start of the Core Strategy period. This takes into account C3 dwellings gained and lost through new build completions, demolitions, changes of use and conversions. It excludes outline permissions where reserved matters have subsequently been permitted to avoid double counting.

3.7 Planning permission was granted for 855 C3 residential dwellings in 2015/16. This includes 334 affordable homes. Planning permission was granted for major schemes such as Barton Park Phase 1[17] (237 dwellings), Littlemore Park[18] (270 dwellings) and Land North of Littlemore Healthcare Trust[19] (140 dwellings). As these permissions start to be build out in the next few years, they will help to boost Oxford's housing supply in future monitoring years as shown in the housing trajectory graph (Figure 2).

3.8 There is no specific target in the Local Plan or Corporate Plan 2015-2019 for new dwellings to be permitted in Oxford in 2015/16, however the new Corporate Plan 2016-2020 sets a target of permitting 400 dwellings each year from 2016/17 onwards. In this context, permissions for new dwellings granted in 2015/16 exceed expectations.

Boosting housing supply

3.9 The City Council has taken the lead in promoting new housing development in the city through releasing land, securing funding for infrastructure, and working with developers to masterplan new schemes. The City Council is directly involved in bringing forward over 80% of all significant housing schemes in Oxford in the next five years. For example, the City Council has secured funding for new infrastructure for schemes such as Oxpens (expected to deliver 300-500 new homes) and the Northern Gateway (planned to deliver 500 new homes). The City Council is also working actively with the universities, colleges and hospitals to bring forward land they own for key worker housing. On top of this, the City Council is involved in dozens of smaller development projects across the city, including City Council owned sites

Student Accommodation and Housing Numbers

3.10 In 2013/14 the Planning Practice Guidance (PPG) introduced that student accommodation can be counted in housing land supply figures. It states '*All student accommodation, whether it consists of communal halls of residence or self-contained dwellings, and whether or not it is on campus, can be included towards the housing requirement, based on the amount of accommodation it releases in the housing market'[20].* In Oxford, where there are large numbers of students, provision of purpose-built student accommodation can have a significant impact on the housing market.

3.11 The question of the 'amount of accommodation it releases in the market' is not defined in the PPG and it is up to local authorities to determine based on local circumstances. It is estimated that houses in Oxford, when occupied by students that house share, may contain between four and six students per house. Many houses in Oxford are inter-war semi-detached properties or

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[17] Phase 1 reserved matters permission granted March 2016 (planning application reference 15/03642/RES).

[18] Outline planning permission granted March 2016 (planning application reference 14/02940/OUT).

[19] Reserved matters permission granted March 2016 (planning application reference 15/02269/RES).

[20] Planning Practice Guidance: Housing and economic land availability assessment: Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with student housing?

Victorian terraces with three bedrooms plus a living room/dining room sometimes used as a fourth bedroom. There are also many larger properties, particularly in North Oxford, that may house six or more students each. Taking the mid-point of five, it is reasonable to assume that developing five student rooms would release the equivalent of one dwelling in the housing market. For example, a site being proposed for 100 student rooms will be assessed as delivering 20 'equivalent dwellings' as those 100 students would have, on average, occupied 20 houses in the open market. Data about the occupancy rates of HMOs across Oxford affirms that an average of 5 people sharing an HMO property (which are often occupied by students) was observed in 2015.

Monitoring year	Number of student rooms completed	Number of 'equivalent 'dwellings'
2013/14	720	144
2014/15	312	62
2015/16	125	25

Table 10: Student housing completions and 'equivalent dwellings' 2013/14-2015/16

3.12 Table 10 shows the number of student accommodation rooms completed since the guidance was introduced and the equivalent number of dwellings that have been counted alongside C3 residential dwellings and C2 care home rooms to calculate the total residential completions shown in Table 8.

3.13 It should also be noted that in 2015/16 planning permission was granted for 225 (net) student accommodation rooms in Oxford. Using this approach, this will provide a further 45 'equivalent dwellings' towards Oxford's housing supply.

Care Homes and Housing Numbers

3.14 In 2013/14 the PPG also introduced that care homes can be counted in housing land supply figures. It states: "*Local planning authorities should count housing provided for older people, including residential institutions in Use Class C2, against their housing requirement*"[21].

3.15 The City Council has always counted housing for the elderly in its housing supply if it consists of C3 self-contained dwellings. The Guidance widens this to include potentially non self-contained C2 care home rooms as well. The Guidance does not provide any methodology as to how they should be counted. A reasonable approach would be to consider it in a similar way to student accommodation above as in how many dwellings it releases in the housing market.

3.16 The City Council has taken the approach that one room in a C2 care home would on average release one dwelling in the housing market. Therefore where a residential care home is likely to be developed on a site, or where one has been completed, a 1:1 ratio of rooms to dwellings delivered will be applied.

3.17 In 2015/16 12 care home rooms were completed in Oxford. This is therefore counted as 12 'equivalent dwellings' in our housing supply. These 12 'equivalent dwellings' have been

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[21] Planning Practice Guidance: Housing and economic land availability assessment: Methodology – Stage 5: Final evidence base: Paragraph 037 Reference ID: 3-037-20150320: How should local planning authorities deal with housing for older people?

counted alongside C3 residential dwellings and C2 student accommodation 'equivalent dwellings' to calculate the total completions shown in Table 8.

3.18 It should also be noted that in 2015/16 planning permission was granted for 136 (net) care home rooms in Oxford. Using this approach, this will provide a further 136 'equivalent dwellings' towards Oxford's housing supply.

Housing Trajectory

3.19 The housing trajectory is a tool used to estimate the number of homes likely to be built in Oxford during the rest of the Core Strategy period up to 2026 (Figure 2).
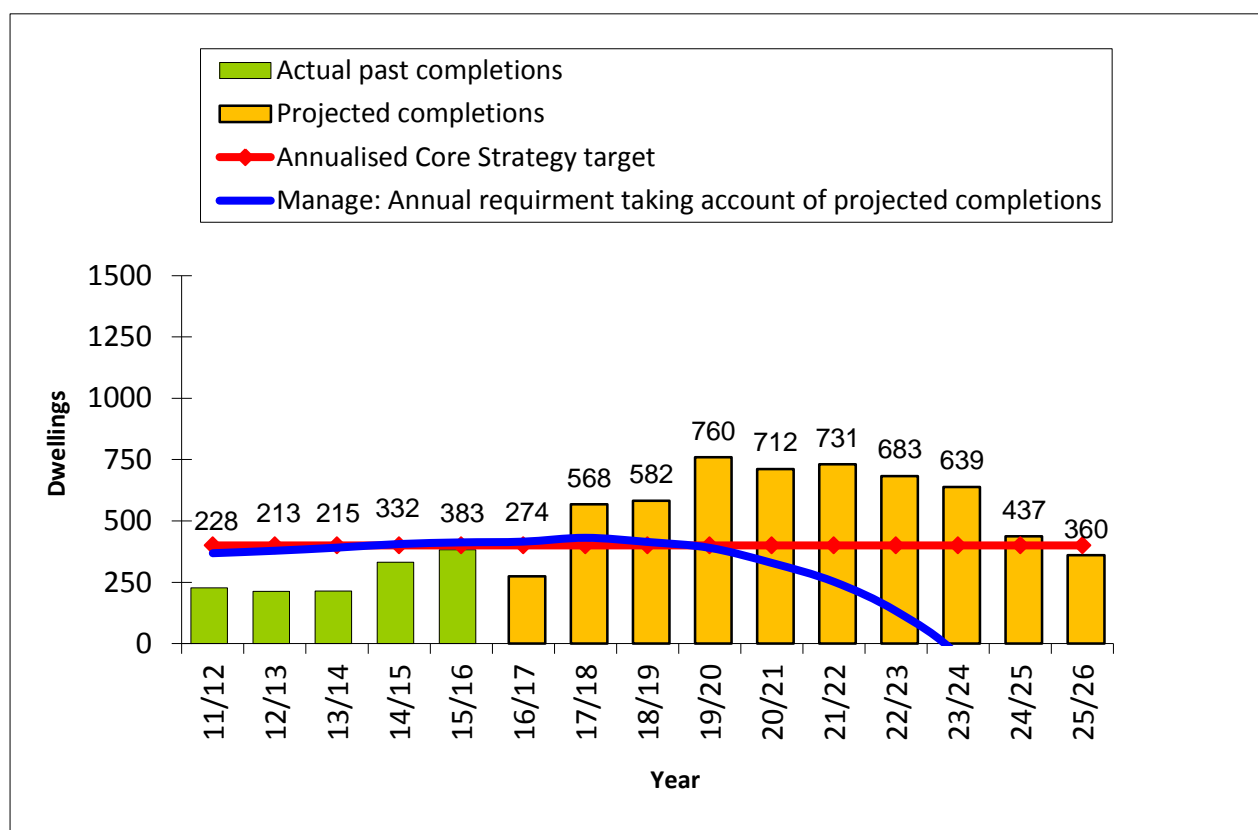
Figure 2: Housing trajectory to 2026

3.20 The blue 'manage' line of the trajectory graph (Figure 2) shows that, on the basis of the current pipeline of planning permissions and other sites expected to come forward during the plan period (such as allocated sites, sites identified through the Housing and Employment Land Availability Assessment and windfalls), we are on target to meet the Core Strategy housing target of 8,000 new homes (Policy CS22) by 2023/24, prior to the end of the Core Strategy period in 2026. Indications are that housing completions will be boosted in the next five to six years as major schemes including Barton Park, two sites in Littlemore, Northern Gateway, and Oxpens are expected to be implemented.

Indicator 8: AFFORDABLE HOUSING COMPLETIONS

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

3.21 Providing more affordable housing in Oxford is essential to ensure mixed and balanced communities, for the health and well-being of residents, and for the vibrancy of the local economy.

Affordable Housing Completions

3.22 The Core Strategy sets targets for the number of affordable dwellings to be delivered each year up to 2011/12. Targets for subsequent years are set in the City Council's Corporate Plan. The Corporate Plan 2015-2019 set a target of delivering 67 affordable homes to rent in Oxford in 2015/16.
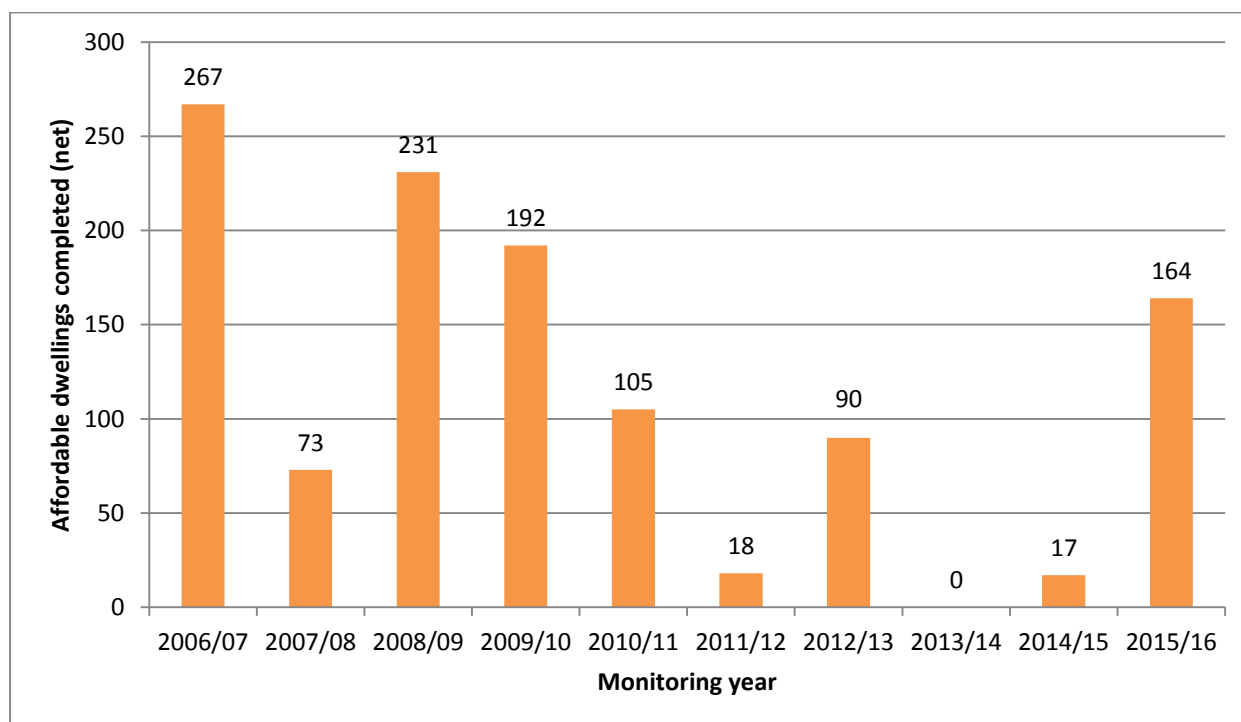
Figure 3: Net affordable dwellings completed 2006/07-2015/16

3.23 Figure 3 shows that 164 affordable dwellings were completed in 2015/16. This is a significant increase in comparison to recent monitoring years and includes 107 affordable dwellings completed through the City Council's own housebuilding programme. The total number of affordable homes completed since the start of the Core Strategy period (2006/07 to 2015/16) is 1,157 dwellings. These homes have mainly been delivered through a combination of developer contributions from qualifying developments (either provision onsite or financial contributions towards off-site provision) and the City Council's own housebuilding programme. The supply of affordable housing in Oxford is expected to be further boosted in future

monitoring years as major schemes are built out. This includes Barton Park which will deliver 354 affordable homes.

Affordable Housing Tenure

3.24 Of the 164 affordable dwellings completed in 2015/16, 102 will be available as social rented accommodation and 62 will be available as affordable rented accommodation, significantly exceeding the Corporate Plan target.

Indicator 9: AFFORDABLE HOMES BUILT ON CITY COUNCIL LAND

NEW INDICATOR No set target. The City Council is committed to delivering more affordable housing in Oxford and is one of the few authorities in England building its own council housing. The City Council has been identifying land in its ownership capable of delivering affordable homes and is bringing this forward wherever possible. The AMR will now report on the number of affordable units built on City Council land.[22]

3.25 Of the 164 affordable dwellings completed in Oxford in 2015/16, 107 were delivered on City Council land (Table 11).

City Council owned site	Planning application reference	No. homes for social rent completed	No. homes for affordable rent completed	No. of intermediate homes completed	Total number of affordable homes completed
Site of 1 - 30 Bradlands, Mill Lane	12/01116/CT3	49	0	0	49
Bury Knowle Park Depot, Headington	13/01814/CT3	5	5	0	10
East Minchery Allotments	13/01610/CT3	14	34	0	48
				Total:	**107**

Table 11: Affordable homes completed on City Council land (by tenure) 2015/16

3.26 In 2016 the City Council set up its own housing company. The housing company is wholly owned by the City Council and will be used to deliver new affordable homes in Oxford. The housing company will purchase and manage the affordable rented homes at Barton Park, develop new build housing on City Council land and buy affordable housing from developers on private land, as well as undertaking estate regeneration schemes. The City Council could also compulsorily purchase land allocated for housing from landowners reluctant to develop and sell it to the housing company to bring forward development more quickly. The City Council's decision to set up a housing company follows changes introduced by the Housing and Planning Act 2016 which would make it more difficult for the City Council to continue building and maintaining its own affordable housing stocks.

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[22] This indicator has been added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on 12 November 2015.

Indicator 10: PROPORTION OF AFFORDABLE HOUSING WHERE THERE IS A POLICY REQUIREMENT (PERMISSIONS)

Target: 50% provision of affordable housing on qualifying sites. Contributions from commercial development where there is a need for affordable housing.
(Oxford Core Strategy Policy CS24 & Sites and Housing Plan Policy HP3)

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

3.27 Sites and Housing Plan Policy HP3 states that planning permission will only be granted for residential development on sites with capacity of 10 or more dwellings, or which have an area of 0.25 hectares or greater, if generally a minimum of 50% of the dwellings on the site are provided as affordable homes. At least 80% of the affordable homes must be provided as social rented housing.

3.28 The majority of housing permissions in 2015/16 were small scale developments that did not meet the thresholds for applying Policy HP3. There were five applications that met the threshold for applying Policy HP3 as shown in Table 12. (There was also a City Council application that fell below the threshold for applying Policy HP3 but which will provide 100% affordable housing. This is also included in Table 13 as it will contribute to the supply of affordable homes.)

Application	Site	Qualifying Development	Affordable Housing Provision (as agreed in the planning permission)
15/03642/RES	Barton Park	Reserved matters for Phase 1: 237 dwellings	**40% affordable housing** (all social rent) in accordance with Policy BA9 of the Barton Area Action Plan.
14/02940/OUT	Littlemore Park	Outline permission for 270 dwellings.	**50% affordable housing expected**. Details to be confirmed at the reserved matters stage.
15/02269/RES	Land North of Littlemore Healthcare Trust	140 dwellings	**50% affordable housing** (80% social rent, 20% shared ownership) in accordance with Policy HP3.
14/01273/OUT	Part of Former Travis Perkins Site	Demolish existing buildings. New mixed used building providing B1a office space and 30 flats.	**50% affordable housing** (80% social rent, 20% shared ownership) in accordance with Policy HP3.
14/01770/FUL	Marywood House, Leiden Road	Demolish existing buildings. New buildings to provide 10 dwellings and 10 supported housing units.	**50% affordable housing** (all social rent) in accordance with Policy HP3.
13/01553/CT3	Eastern House Eastern Avenue	**Below threshold.** Demolish existing building. Erection of 9 dwellings.	**100% affordable housing** (5x social rent, 4x affordable rent) City Council development.

Table 12: Proportion of affordable housing where there is a policy requirement (permissions) 2015/16

3.29 Table 12 shows that all of the qualifying developments permitted in 2015/16 met the relevant policy requirements for on-site provision of affordable housing.

Indicator 11: FINANCIAL CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING

Target: No set target. AMR to include a report on the financial contributions collected for affordable housing (Sites and Housing Plan Policies HP3, HP4 and HP6)

3.30 Oxford's Local Plan policies require developers to make a financial contribution towards the provision of affordable housing in the city in certain situations where onsite provision may not be appropriate, such as smaller developments of 4-9 dwellings or from student accommodation.

3.31 On 28 November 2014 the Government made changes to the Planning Practice Guidance (PPG) which exempted developments of 10 or less dwellings from making financial contributions towards affordable housing provision. The City Council therefore temporarily suspended the application of Policy HP4 and stopped seeking financial contributions from developments of 10 or less dwellings. Affordable housing contribution requirements also began to be assessed on the basis of net additional units resulting from development (rather than the gross figure) in line with the changes to Government policy.

3.32 The City Council anticipated that the combined effect of these changes was likely to result in a significant reduction in financial contributions towards affordable housing, particularly given the proportion of smaller residential developments taking place in the city. The City Council therefore endorsed the West Berkshire District Council and Reading Borough Council legal challenge against these changes. On 31 July 2015 the High Court ruled in their favour, quashing the changes to the PPG. The City Council then reverted back to requiring full financial contributions for affordable housing in line with adopted Local Plan policies.

3.33 The Government subsequently appealed against the High Court decision. On the 11 May 2016 the Court of Appeal found in the Government's favour and the changes to the PPG were reinstated. In making this determination, the Court of Appeal was clear that national policy is a material consideration to which great weight should be attached. However, the Court of Appeal also stated that whilst the policy is expressed in absolute terms, it must allow for exceptions. It was said in court, on behalf of the Secretary of State, that "*In the determination of planning applications the effect of the new national policy is that although it would normally be inappropriate to require any affordable housing or social infrastructure contributions on sites below the thresholds stated, local circumstances may justify lower (or no) thresholds as an exception to the national policy. It would then be a matter for the decision-maker to decide how much weight to give to lower thresholds justified by local circumstances as compared with the new national policy*."

3.34 On the 25 July 2016 a report was taken to a meeting of full Council, setting out how the City Council response to the Court of Appeal's decision. The report referenced the extreme nature of the local need for affordable housing and evidence showing that Oxford is the most unaffordable area of the country. The report also referenced the proportion of sites of less than 10 dwellings given the city's highly constrained geographical area, with very few large housing sites available. Officers will therefore follow the Secretary of State's guidance and proceed to determine applications for planning permission and report them to committee on the basis that local circumstances justify the lower thresholds set out in the adopted Local Plan

and will continue to apply Policies HP3 and HP4 in their entirety. Policies HP3 and HP4 were therefore applied as normal for the majority of the 2015/16 monitoring year.

3.35   In 2013, the Government also made changes to permitted development rights which allow the conversion of B1a office space to C3 residential dwellings without Oxford's full range of Local Plan policies being applied. This means that financial contributions towards affordable housing cannot be required from these developments. (See Indicator 12 for further information on these applications.)

3.36   In the 2015/16 monitoring year the City Council received £375,620 through s106 agreements towards affordable housing provision (Table 13). This money will be used to provide additional affordable homes in Oxford. The programme for s106 spending is set out on page 56.

Application	Site	Qualifying Development	Financial contribution towards affordable housing
12/03279/FUL	Land south of Abingdon Road	Hotel	£10,000
10/02605/FUL	Hernes House, 3 Hernes Crescent[23]	Nine dwellings	£241,096
1515/02543/FUL	Former Friar Public House, 2 Marston Road	Student accommodation	£102,724
12/01970/FUL	Chequers Inn, 44 St. Thomas Street	Six dwellings	£21,800
		Total amount received:	£375,620

Table 13: Financial contributions towards affordable housing received in 2015/16

Indicator 12: CHANGES OF USE FROM NON-RESIDENTIAL TO RESIDENTIAL (COMPLETIONS)

NEW INDICATOR No set target. AMR to report on the number of market and affordable dwellings delivered (completed) through changes of use from non-residential to C3 residential.[24]

3.37   Of the 383 dwellings completed in Oxford in 2015/16, 58 dwellings were delivered through the change of use of existing buildings from non-residential to C3 residential (Table 14).

Type of change of use	No. market dwellings completed	No. affordable dwellings completed
Change of use from non-residential to C3 residential requiring full planning permission	31 dwellings	0 dwellings
Change of use from B1a office to C3 residential under permitted development rights requiring the prior approval of the City Council	26 dwellings	0 dwellings
Change of use from A1 retail to C3 residential under permitted development rights requiring the prior approval of the City Council	1 dwelling	0 dwellings
Total:	58 market dwellings	0 affordable dwellings

Table 14: Dwellings completed through non-residential to C3 residential changes of use 2015/16

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[23] Total affordable housing contributions from this development were £600,000. The payments were spread across three years: £200,000 received 2013/14; £217,352 (indexation added) received 2014/15; and £241,096 (indexation added) received 2015/16.
[24] This indicator has been added to the AMR following a recommendation put forward by the Scrutiny Committee which was agreed by the City Executive Board on 12 November 2015.

3.38 All of the dwellings delivered through changes of use from non-residential to residential in 2015/16 were market housing. No affordable dwellings were delivered through non-residential to residential changes of use during the monitoring year. This is because all the changes of use requiring full planning permission fell below the policy threshold for onsite provision of affordable housing and Local Plan policies requiring affordable housing cannot be applied in the determination of prior approval applications.

B1a office to C3 residential prior approval applications

3.39 On 30 May 2013 the Government brought into force new permitted development rights which allow the conversion of B1a office space to C3 residential without the need for planning permission[25]. Whilst the prior approval of the City Council is required to undertake this change of use, the only things that the City Council can consider are flood risk, land contamination, highways and transport, and noise[26]. Oxford's Local Plan policies cannot not be applied in determining these applications. Table 15 shows the number of applications and the number of dwellings granted and refused prior approval since this system was introduced.

Monitoring year	Prior approval required and granted		Prior approval required and refused	
	No. Applications	No. dwellings proposed	No. Applications	No. dwellings proposed
2013/14	9	167	4	70
2014/15	9	64	1	1
2015/16	10	39	1	3
Totals	**28**	**270**	**6**	**74**

Table 15: B1a office to C3 residential prior approval decisions 2013/14- 2015/16

3.40 Table 15 shows the number of dwellings permitted through B1a office to C3 residential changes uses has reduced every year since 2013/14.

Indicator 13: CHANGES OF USE FROM EXISTING HOMES (PERMISSIONS)

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

Performance against target 2015/16:

Performance in previous two years:
2014/15:

2013/14:   NEW AMR INDICATOR

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

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[25] This was originally a temporary change introduced by The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. It was then made permanent by The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016.

[26] The consideration of noise impacts from surrounding commercial premises on the intended occupiers of the proposed dwelling(s) is a new requirement introduced by the 2016 amendments to the GPDO.

3.42 In the 2015/16 monitoring year, 11 planning applications were granted permission where development would result in a total net loss of 19 C3 residential dwellings. Two of these applications were for certificates of lawfulness where Local Plan policies cannot be applied (resulting in a net loss of 3 dwellings). The other nine applications were all assessed against Policy HP1, taking into account other material considerations (resulting in a net loss of 16 dwellings).

Indicator 14: RESIDENTIAL DEVELOPMENT COMPLETED ON PREVIOUSLY DEVELOPED LAND

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

Performance against target 2015/16:

Performance in previous two years:
2014/15:

2013/14:
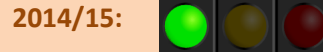
3.43 There is limited land available for development in Oxford. It is important that we re-use previously developed (brownfield) sites to make the best use of this limited resource.

3.44 The NPPF defines previously developed land (PDL) as "*Land which is or was occupied by a permanent structure, including the curtilage of the developed land… and any associated fixed surface infrastructure*". The NPPF is clear that private residential gardens cannot be considered PDL.

3.45 The Core Strategy target for the proportion of new homes to be delivered on PDL was set before garden land was removed from the definition. The target of 75% of new dwellings to be delivered on PDL therefore includes both PDL and garden land.

3.46 Figure 4 shows that 69.4% of housing completions in 2015/16 were on PDL and 8.1% of housing completions were on garden land. These figures combined exceed the Core Strategy target of 75%.
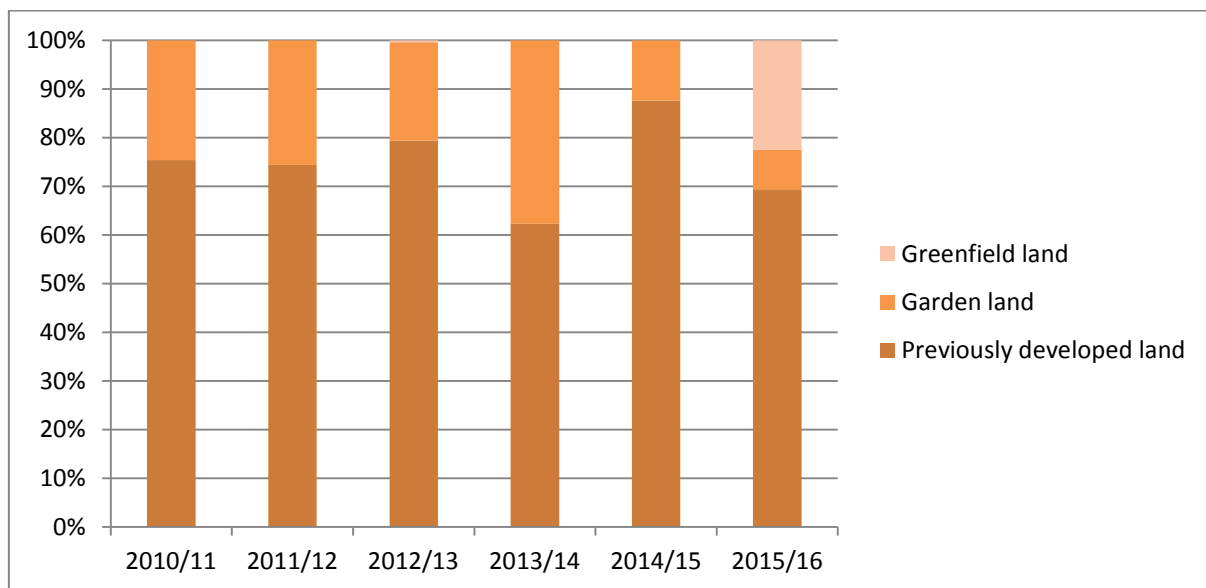
Figure 4: Dwellings completed by land type 2010/11 - 2015/16

3.47 The proportion of dwellings completed on greenfield land (22.5%) was significantly higher in 2015/16 than in previous monitoring years. This was due to the completion of two major schemes on greenfield sites at East Minchery Allotments[27] (48 dwellings) and Barton Road Cricket Ground[28] (15 dwellings), both of which were on sites allocated for development in the Sites and Housing Plan (Policies SP15 and SP3). Despite this increase, this is still within the Core Strategy target of no more than 25% of new homes being delivered on greenfield sites. The Core Strategy recognised that there would be an increase in development on greenfield sites from 2014 onwards as the supply of previously developed sites decreases and allocated sites are built out.

Indicator 15: MIX OF HOUSING (DWELLING SIZE)

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

Performance against target 2015/16:

Performance in previous two years:
2014/15:

2013/14:

Overall Mix of Housing Delivered

3.48 Different households require different types and sizes of housing. It is important to provide an appropriate mix of housing to meet the needs of the whole community.
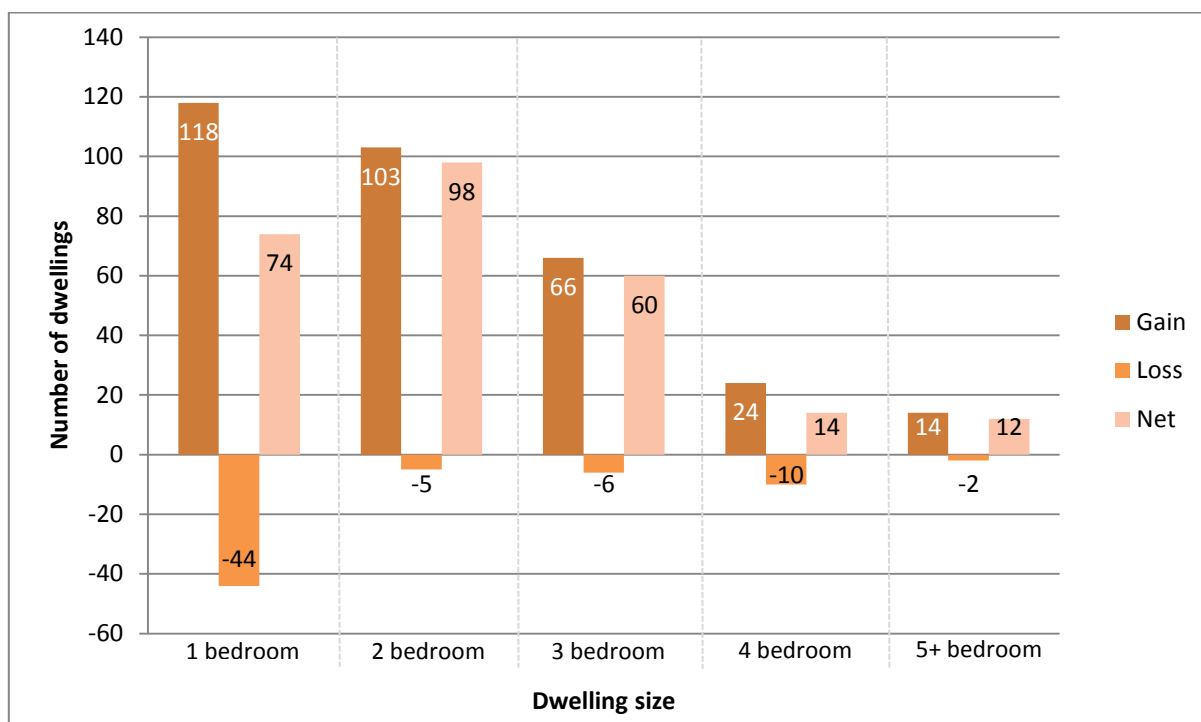
Figure 5: Completed dwellings by the number of bedrooms 2015/16

3.49 Figure 5 shows dwellings completed in 2015/16 by the number of bedrooms, whilst Figure 6 shows the trends in the sizes of dwellings completed since the start of the Core Strategy period.

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[27] Planning application reference 13/01610/CT3.
[28] Planning application reference 13/00631/FUL.
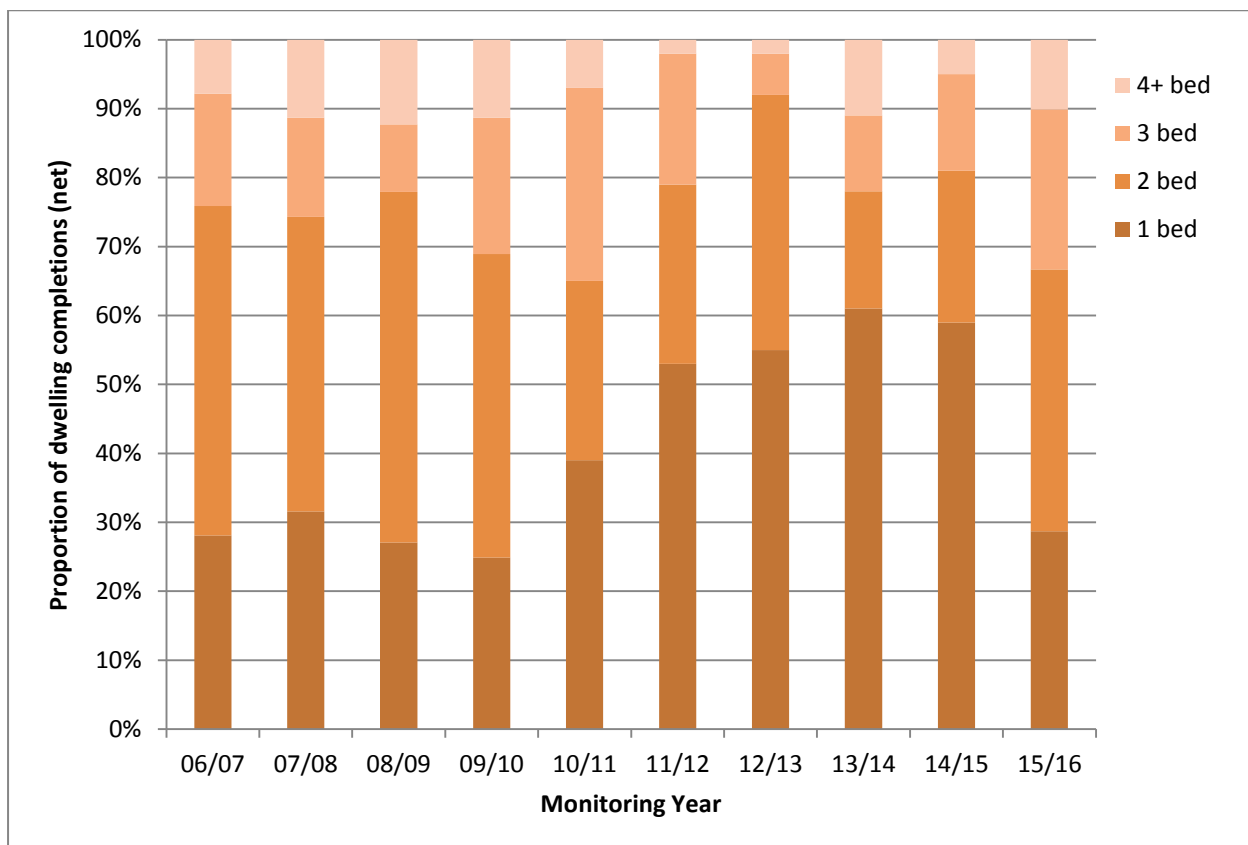
Figure 6: Mix of dwellings completed 2006/07-2015/16

3.50   In the 2015/16 monitoring year, a greater mix of housing of different sizes was completed in Oxford than in recent monitoring years. This is due in part to there being more, larger schemes being completed where a greater mix of dwellings could be achieved, including City Council sites. There were also fewer B1a office to C3 residential conversions completed during the monitoring year and these development have tended to deliver smaller units. This is a positive change which means that more family dwellings are being delivered in the Oxford to address the identified needs.

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

3.51   The Balance of Dwellings SPD sets out the appropriate mix of housing for strategic sites, developments of ten or more dwellings in the city centre and district centres, and developments of 4-24 new homes in other areas of the city taking into consideration local pressures on family housing. Table 16 shows qualifying completed developments' compliance with the requirements of the BoDs SPD in 2015/16.

Application	Site	Qualifying Development	Compliance with BoDs SPD
11/00864/FUL	Former Filling Station, Sandy Lane	6 C3 dwellings (4x 3-bed, 2x 2-bed)	**Compliant with BoDs SPD**
14/03195/FUL	272 Woodstock Road	4 C3 dwellings (2x 2-bed, 2 x 3-bed)	**Compliant with BoDs SPD**
11/01214/FUL	Oxonian Press, Lamarsh Road	8 C3 dwellings (2x 1-bed, 4x 2-bed, 2x 3-bed)	**Within 5% compliance of BoDs SPD** 5% under on provision of 3 bed dwellings.
11/02020/EXT	59-63 Cowley Road	5 C3 dwellings (1x 1-bed, 2x 2-bed, 2x 3-bed)	**Within 5% compliance of BoDs SPD** 5% under on provision of 3 bed dwellings.
11/01582/EXT	The Old Bus Garage, 2 Windmill Road	4 C3 dwellings (1x 1-bed, 2x 2-bed,1x 3-bed)	**Within 5% compliance of BoDs SPD** 5% under on provision of 3 bed dwellings.
13/00314/FUL	7-11 St. John Street	13 C3 dwellings (7x 1-bed, 4x 2-bed, 2x 3-bed)	**Non-compliant with BoDs SPD** Self-contained student accommodation for St. John's College. A higher proportion of smaller units is more suitable for this purpose.
12/01228/FUL	Luther Court, Luther Street	42 C3 dwellings (13x 1-bed, 29x2 bed)	**Non-compliant with BoDs SPD** Site more suitable for smaller units. Insufficient space available to provide the level of amenities required for family dwellings.
13/01814/CT3	Bury Knowle Depot	10 C3 dwellings (2x 1-bed, 7x 2-bed and 1x 3-bed)	**Non-compliant with BoDs SPD** Location near Headington district centre more suited to smaller units of accommodation.

Table 16: Compliance with the Balance of Dwellings SPD (qualifying completions) 2015/16

3.52 The BoDs SPD remains a key tool in ensuring that housing provision meets the needs of a wide range of households.

Indicator 16: DEMAND FOR SELF-BUILD AND CUSTOM HOUSEBUILDING PLOTS

NEW INDICATOR The City Council is required to keep a register of individuals and groups who are seeking to acquire serviced plots of land in the city on which to build their own homes[29]. The Planning Practice Guidance encourages authorities to publish headline information related to their Self-build and Custom Housebuilding Registers in their AMRs.

3.53 Table 17 provides headline information from Oxford's Self-build and Custom Housebuilding Register. This information will be used to help the City Council understand the demand for serviced self and custom build plots in Oxford.

Number of individuals on the Oxford Self and Custom Build Register	4 Individuals
Number of associations of individuals on the Oxford Self and Custom Build Register	1 Association

Table 17: Oxford's Self and Custom Build Register Headline Information (at 31 March 2016)

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[29] This is a requirement of the Self-build and Custom Housebuilding Act 2015.

Indicator 17: STUDENTS AND PURPOSE BUILT STUDENT ACCOMMODATION

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

3.54   Core Strategy Policy CS25 requires each university to have no more than 3,000 full-time students living outside of university provided accommodation in the city. The policy is intended to reduce the pressures from students on the private rental market. To avoid worsening the situation, all increases in academic floorspace that would facilitate an increase in student numbers at the two universities should be matched by an equivalent increase in student accommodation provided by the relevant university. All applications for net increases in academic floorspace will be assessed on this basis.

3.55   The monitoring period that the universities use does not directly coincide with the period of the AMR. The AMR follows the financial year and runs from April to March, whereas the universities use a period linked to the academic year in order to complete their forms for Government. The data used to assess this indicator was submitted by the two universities as relevant to the monitoring year in December 2015.

University of Oxford

3.56   The University of Oxford states that there were 22,601 students attending the University (and its colleges) at 1 December 2015.

3.57   A number of agreed exclusions apply to the data:
- Students with a term-time address outside of the city (397 students)
- Students living within the city prior to entry onto a course (480 students)
- Visiting students (500 students) or those not attending the institution (Nil students)
- Part-time students (2,267 students)
- Postgraduate research students past year four of study or assumed to be writing up (412)
- Students working full time for the NHS (DClinPsyc Students) (47 students)
- Specific course exclusions (BTh Theology, Cert Theology and MTh Applied Theology) (58 students)
- Students who are also members of staff (256 students)
- Students living with their parents (137 students)
- Students on a year abroad (299 students)

3.58   Taking into account these exclusions, there were 17,748 full-time University of Oxford students with accommodation requirements. At 1 December 2015 there were 14,816 accommodation places provided across the collegiate University. This leaves a total of 2,932 students living outside of university provided accommodation in Oxford, which meets the Core Strategy target. When compared to the previous monitoring year, there has been little change in the number of University of Oxford students living outside of university provided accommodation in the city.
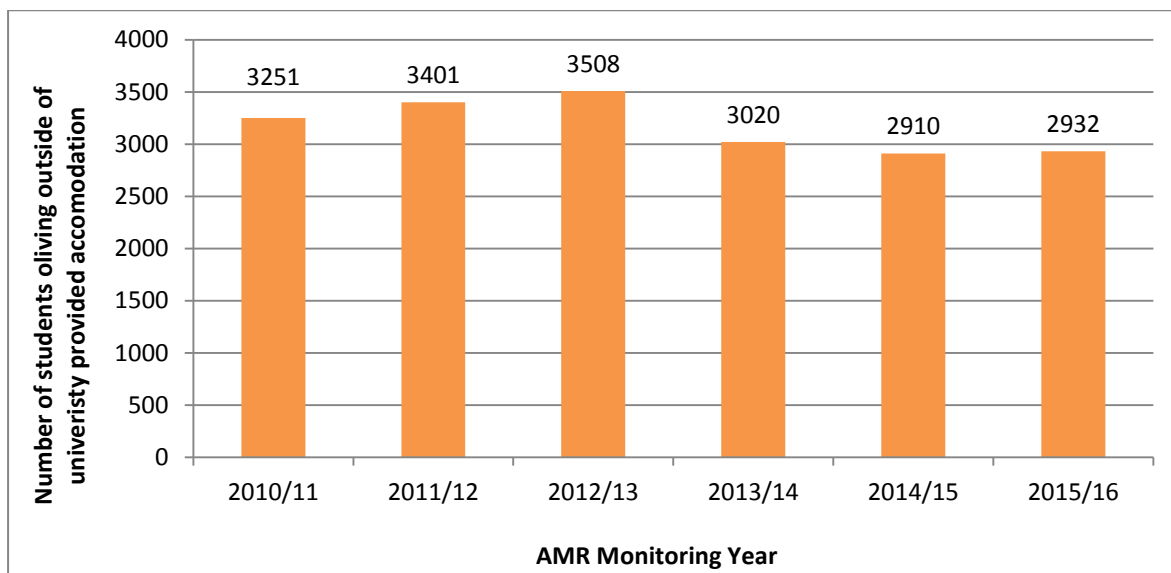
Figure 7: University of Oxford students living outside of university
provided accommodation 2010/11-2015/16

3.59   In December 2015 there were 20 additional accommodation places available compared to the same point in 2014.

Oxford Brookes University

3.60   Oxford Brookes University states that there were a total of 17,149 students attending the university at 1 December 2015.

3.61   A number of agreed exclusions apply to the data:
- Part-time students (2,810 students)
- Students studying at franchise institutions (1,479 students)
- Students studying outside Oxford (i.e. Swindon campus) (333 students)
- Placement students away from the university (407 students)
- Students living at home or outside of Oxford (3,166 students)

3.62   Taking into account these exclusions, there were 8,954 full-time Oxford Brookes students with accommodation requirements. At 1 December 2015 there were 5,207 accommodation places provided by Oxford Brookes University. This leaves a total of 3,747 students without a place in university provided accommodation living in Oxford, exceeding the Core Strategy target. When compared to the previous monitoring year, there were an additional 296 Oxford Brookes students living outside of university provided accommodation in the city in 2015/16.
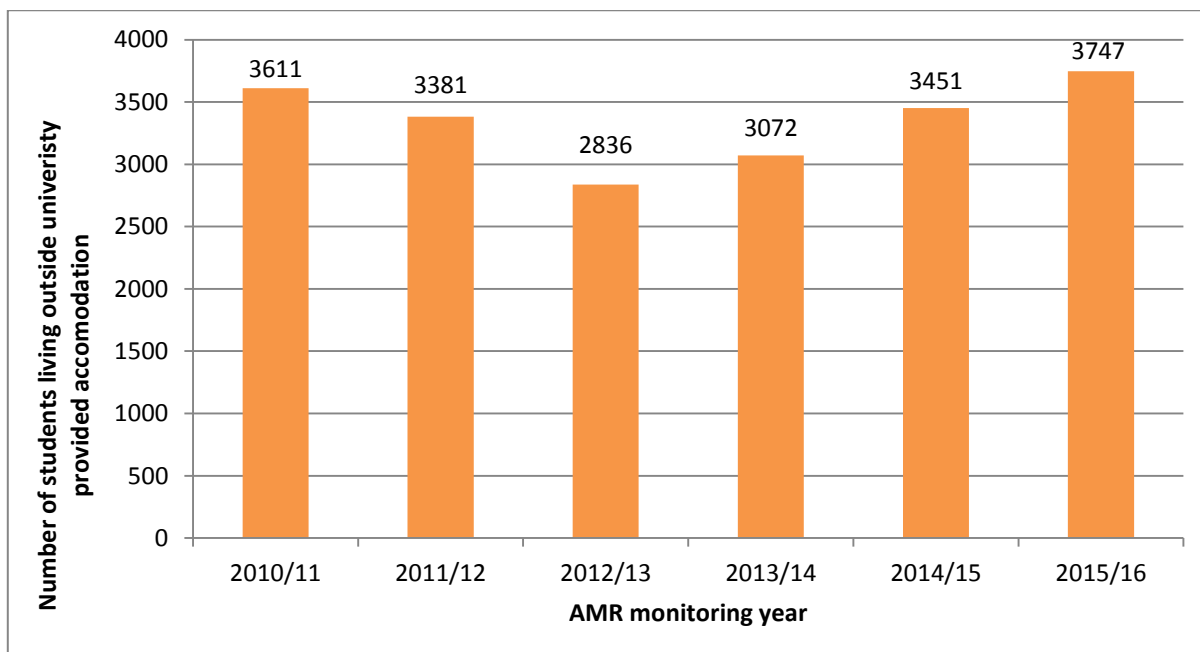
Figure 8: Oxford Brookes students living outside of university provided accommodation 2010/11 – 2015/16

3.63 It is disappointing that Oxford Brookes has not met the Core Strategy target in 2015/16, particularly when the University had anticipated that the number of students living outside of university provided accommodation in Oxford would decrease during the monitoring year.

3.64 Oxford Brookes University has commented that recent trends in students living outside of university provided accommodation in the city are a result of an increasingly volatile higher education market and changes in student behaviour since the introduction of the £9,000 undergraduate fee in 2012.

3.65 Oxford Brookes is now seeing a trend, with different patterns of demand for student accommodation since 2012. Oxford Brookes has identified that the proportion of students who decide to live in Oxford has increased from around 64% in 2010 to well over 70% in 2016, meaning that their residential halls (including university owned and those under nomination agreements) cannot meet this increased demand. The University has identified the following underlying trends which explain this shift in demand:

- A decline in postgraduate students (who have a higher likelihood to live at home);
- An increase in undergraduate students (with a lower propensity to live at home); and
- A decline in the proportion of students recruited from Oxfordshire (with a higher propensity to live at home).

3.66 It is anticipated that these trends are set to continue. Oxford Brookes University is therefore currently working on a fully revised student accommodation strategy, taking into account these fundamental shifts in the makeup of the student body and the consequential impact on the accommodation the University needs to provide to ensure it can meet the 3,000 target.

3.67 The approach set out in Core Strategy Policy CS25 will be a key consideration in determining any planning applications submitted by Oxford Brookes University. Core Strategy Policy CS25 and its supporting text is clear that planning permission will only be granted for additional academic/administrative accommodation (including redeveloped academic floorspace) for use

by Oxford Brookes and the University of Oxford where it can be demonstrated that the number of students living outside of university provided accommodation is less than 3,000 students for that institution.

Other purpose built student accommodation

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

Indicator 18: LOCATION OF NEW STUDENT ACCOMODATION

Target: 95% of sites approved for uses including new student accommodation to be in one of the following locations:
- **On/adjacent to an existing university or college academic site or hospital and research site**
- **City centre or district centres**
- **Located adjacent to a main thoroughfare**   (Sites and Housing Plan Policy HP5)

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:   NEW AMR INDICATOR

3.69   In the 2015/16 monitoring year, planning permission was granted for five new student accommodation developments which would provide a total of 229 (gross) student rooms. Table 18 shows that all of the development permitted would be located on sites that meet the locational requirements of Sites and Housing Plan Policy HP5.

Application	Site	Development	Compliance with HP5 locational criteria
15/02543/FUL	Site of former Friar Public House	Erection of 3 storey building to provide 30 student rooms.	Yes – Situated on Marston Road, a main thoroughfare.
15/01102/FUL	Land to Rear Fairfield	Erection of 6 buildings to provide 30 student rooms.	Yes – Adjacent to existing university campus.
15/01643/FUL	162-164 Hollow Way	Erection of building to provide 16 student rooms (plus 1x1-bed warden flat and 1x3-bed post-graduate accommodation which is counted as C3).	Yes – Hollow way, a main thoroughfare.
14/02256/FUL	4-5 Queen Street	Erection of building to provide 133 student rooms.	Yes – City Centre.
15/01568/FUL	Cheney Hall	Change of use from B8 storage and distribution to C2 student accommodation to provide 20 student rooms.	Yes – Adjacent to Headington Hill Campus.
15/03545/FUL	Holywell Ford Stables	Change of use from C2 student accommodation to D1 non-residential institution. (Loss of 4 student rooms.)	N/A. The loss of student accommodation was permitted as Magdalen College has provided an overall net gain of student accommodation elsewhere.

Table 18: Planning permissions granted for new student accommodation 2015/16

Indicator 19: HOUSES IN MULTIPLE OCCUPATION (HMOs)

Target: No set target. AMR to include a report on the number of applications determined for the creation of new HMOs within each ward and of these the number approved.
(Sites and Housing Plan Policy HP7)

3.70 A house in multiple occupation (HMO) is a shared house occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. Shared properties can help to meet housing needs in some areas, although the conversion of family homes to HMOs can lead to a shortfall in family accommodation. HMOs form an unusually high percentage of housing in Oxford in comparison to other cities of a similar size. It is estimated that 1 in 5 of the resident population live in an HMO.

3.71 Planning permission is not usually required for the conversion of a C3 dwelling house to a C4 'small' HMO with three to six occupiers. However, on 25 February 2012 the City Council brought into force an Article 4 Direction that means planning permission is required for this change of use in Oxford. Planning permission is also required for the conversion of a C3 dwelling to a Sui Generis 'large' HMO with more than six occupiers. The change of use from a 'small' C4 HMO to a 'large' Sui Generis HMO also requires planning permission.

3.72 There is no Local Plan target for HMOs, however the AMR is required to include a report on the number of planning applications for new HMOs that are received and approved during the monitoring year (Table 19).

Ward	HMO applications determined 2013/14	HMO applications approved 2013/14	HMO applications determined 2014/15	HMO applications approved 2014/15	HMO applications determined 2015/16	HMO applications approved 2015/16
Barton and Sandhills	0	0	2	2	3	2
Blackbird Leys	0	0	0	0	2	1
Carfax	0	0	0	0	6	6
Churchill	3	3	3	2	6	2
Cowley	3	2	2	2	8	7
Cowley Marsh	1	1	1	0	4	2
Headington	2	2	4	4	4	3
Headington Hill and Northway	0	0	1	1	5	5
Hinksey Park	0	0	0	0	8	7
Holywell	0	0	0	0	0	0
Iffley Fields	3	2	3	1	1	1
Jericho & Osney	1	1	3	3	2	2
Littlemore	0	0	1	1	4	4
Lye Valley	1	1	8	6	15	13
Marston	1	1	2	2	2	2
North	1	1	1	0	0	0
Northfield Brook	0	0	0	0	0	0
Quarry & Risinghurst	1	1	1	1	4	4
Rose Hill and Iffley	0	0	1	1	3	2
St. Clements	3	2	3	2	7	6
St. Margaret's	0	0	0	0	0	0
St. Mary's	0	0	0	0	5	2
Summertown	0	0	2	2	5	5
Wolvercote	0	0	1	0	2	2
Total	**20 (100%)**	**17 (85%)**	**39 (100%)**	**30 (77%)**	**96 (100%)**	**78 (81%)**

Table 19: Planning applications for new HMOs determined and approved 2013/14-2015/16

3.73 Table 19 shows that the number of planning applications received to create new HMOs has increased significantly over the past three years. The City Council has been actively working with HMO landlords to communicate the need for planning permission and therefore some of these applications may be regularising changes of use that have already taken place. The increase in applications may also reflect an increase in demand for this type of accommodation in the city given the high prices in the private rented sector in Oxford.

3.74 Given the exceptionally high concentration of HMOs in Oxford and the fact that HMOs often provide some of the poorest quality housing in the city, all HMO properties in Oxford require a licence. The City Council's HMO Licensing scheme has received national awards and recognition. It has provided protection for tenants against sub-standard conditions in rented multi-occupation homes and has supported vigorous enforcement of tenants' legal rights.

Indicator 20: RESIDENTIAL MOORINGS

Target: Nil applications approved that are subject to an unresolved objection by the body responsible for managing the relevant river channel or waterway.
(Sites and Housing Plan Policy HP5)

Performance against target 2015/16:

Performance in previous two years:

2014/15:   N/A

2013/14:   NEW AMR INDICATOR

3.75 One application for residential moorings was received during the monitoring year. This was an application to certify that the mooring of 17 houseboats at Weirs Orchard, Weirs Lane was lawful (15/03291/CEU). The certificate of lawfulness was granted based on the evidence submitted that showed that the site had been used for residential moorings for more than 10 years. In determining this application the City Council could only consider the lawfulness of the development; therefore the relevant managing body was not consulted

Strong and Active Communities

Ambition: **Socially cohesive and safe communities**

Ouir aim is that everyone in the city has the opportunity to:

- Be engaged in the diverse social and cultural life of the city
- Be active and engaged in lesuire and sporting activities in the city
- Be protected from the risk of crime, exploitation and anti-social behaviour
- Have the support they need to achieve their potential

Snapshot of Oxford's population

Usual resident population:	159,600 people[30]
Annual population turnover:	25% annual population turnover[31]
Students as % of adult population:	24% (approximately 32,800 full time university students)[31]
Non-white Britsh population:	28% non-white british population[31]
Life expectancy at birth:	Men: 79 years Women: 83 years[31]
	In the least deprived parts of the city men can expect to live 8.3 years longer and women 6.6 years longer than those in the most deprived parts of the city.
% population in good or very good health:	87% of Oxford's population in good or very good health[31]
Areas of the city amongst the 20% most deprived parts of the country:	Of 83 'super output areas' in Oxford, 10 are among the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton areas of the city.[32]

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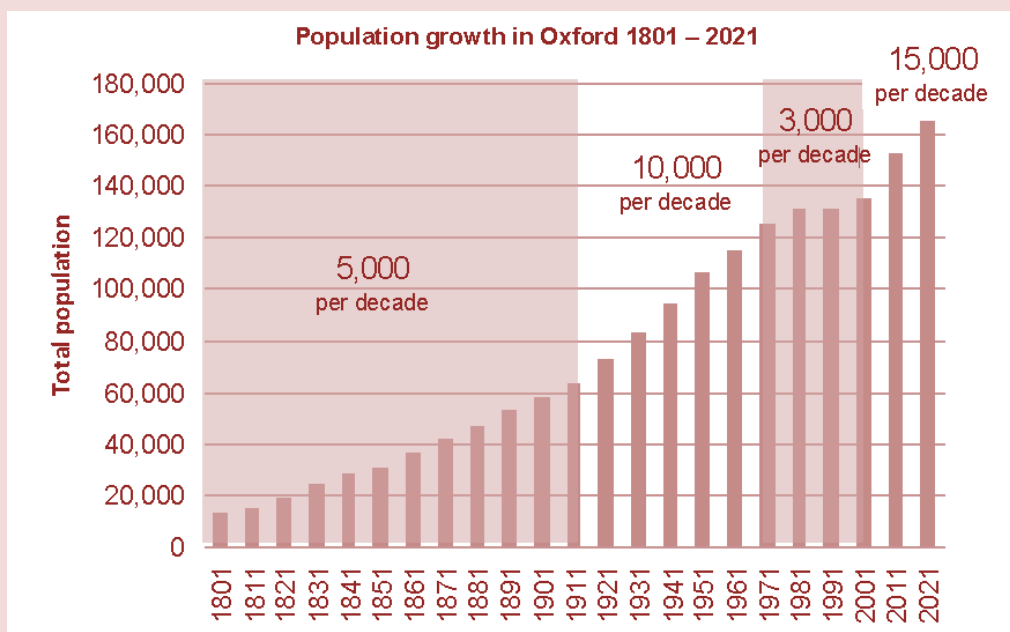
Oxford is currently in the middle of a new and distinct period of rapid population growth, adding around 15,000 people per decade. Oxford's population grew by 12% from 2001-2011, making it the sixth fastest growing English city. Oxford's population is projected to increase by another 13,000 people by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

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[30] Nomis (2015) Total Population
[31] Office of National Statistics (2011) UK Census data
[32] Oxford City Council (May 2015) Poverty and deprivation statistics

Indicator 21: REGENERATION AREAS

Target: Individual targets have been set for each priority regeneration area
(Oxford Core Strategy Policy CS3)

Performance against target 2015/16:	**Performance in previous two years:**
🟢 🟠 🔴	**2014/15:** 🟢 🟠 🔴
	2013/14: 🟢 🟠 🔴
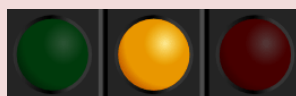
4.1   The Core Strategy identifies five priority areas for regeneration: Barton; Blackbird Leys; Northway; Rose Hill; and Wood Farm. Physical regeneration is to be housing led, with a focus on improving the quality and mix of housing. Individual targets have been set for each of the priority areas based upon their specific circumstances (Table 20).

Core Strategy Monitoring Framework: Regeneration Areas		
Indicator	**Target**	**Progress to date**
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas (SOAs) in Oxford that fall amongst the 20% most deprived in England Baseline (2007) . . . . .10 SOAs Target 1 (2016) . . . . .Less than 10 SOAs Target 2 (2026) . . . Less SOAs than in 2016	The English Indices of Deprivation 2015 identified 10 SOAs in Oxford that are amongst the 20% most deprived areas in England. These areas are in the Leys, Littlemore, Rose Hill and Barton.
Timely progression of regeneration action plans for each area	Implement regeneration action plans in conjunction with other departments. (Timetable to be agreed corporately.)	To be taken forward by Neighbourhood/Community Partnerships.
Barton		
Reduce the sense of isolation from the rest of the city	Provision of new footbridge across the A40 and/or improvements to existing underpass by 2015/16.	See Indicator 23: Barton AAP
Blackbird Leys		
Improve the centre to create a mixed-use district centre	Provide approx. 3,000m^2 (gross) A1 non-food retail floorspace and 975m^2 (net) food retail floorspace by 2016.	CBRE have been appointed to produce a costed appraisal of the regeneration delivery options at Blackbird Leys to enable a partner to be appointed in order for the delivery to begin.
Investigate the future of Windrush and Evenlode tower blocks	Undertake an options appraisal by 2011.	Planning permission granted for upgrade works in November 2014 (14/02641/FUL & 14/02640/CT3). Work on both tower blocks commenced on site in early 2016.
Northway		
Access across the A40 linking safeguarded land at Barton to Northway, for use by buses, pedestrians and cycles	Implementation by substantial completion of residential development at Barton by 2013/14.	Infrastructure commenced on site in July 2015 including new access across the A40 (14/03201/RES). See Indicator 23: Barton AAP.
Investigate the future use of Plowman tower block and the surrounding area, plus the possible redevelopment of the Northway offices	Options appraisal for Plowman tower block by 2010.	Planning permission granted for upgrade works to Plowman Tower in November 2014 (14/02642/CT3). Works expected to start on site October 2016.

	Redevelopment of Northway Offices starting by Dec 2009.	Sites and Housing Plan Allocation SP37. Planning permission granted in 2013 (12/03280/FUL). Re-development currently in progress.
Rose Hill		
Housing stock regeneration programme	Redevelopment of life-expired houses to provide 254 new residential units (113 market and 141 affordable) by 2012.	Development completed December 2011.
Wood Farm		
Redevelopment of the Wood Farm primary school/Slade nursery school site	Redevelopment of the Wood Farm primary school/Slade nursery school site to include enhanced facilities for the wider community by 2012.	Development completed October 2013.
Investigate the future use of Foresters Tower block and surrounding area	Options appraisal for Foresters tower block by 2011.	Planning permission granted for upgrade works to Foresters Tower in November 2014 (14/02643/CT3). Works expected to start on site September 2016.

Table 20: Core Strategy monitoring framework for Policy CS3 Regeneration Areas

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Indicator 22: WEST END AREA ACTION PLAN

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

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

The AAP monitoring framework is based around these objectives.

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

4.2   The West End is a key part of the City Centre which is currently under-utilised and the City Council has produced an Area Action Plan (AAP) to guide its physical regeneration. This is a challenging part of the city to redevelop as it includes multiple sites, under various land ownerships, that will become available for development at different times. Significant progress has been made on key projects in the West End during 2015/16:

Frideswide Square

4.3   The remodelling of Frideswide Square was completed during the 2015/16 monitoring year. This has delivered significant transport and public space improvements appropriate to an important gateway to the City Centre.

Westgate

4.4 Work to deliver the new Westgate Centre has continued on site throughout 2015/16 and the project is expected to be fully completed and open to the public in Autumn 2017. This is a really important development for Oxford and will significantly increase the city's retail offer through the delivery of 62,829m^2 of new A1 retail floorspace. The development will also include a range of cafes, restaurants and leisure facilities including a cinema, as well as residential units. This will help to strengthen Oxford's position as a regional centre for retail, culture and leisure, as well as helping to attract and provide for the needs of tourists.

4-5 Queen Street and 114-119 St Aldate's

4.5 Planning permission was granted in August 2015 for the redevelopment of this site to deliver a mixed use scheme including A1 retail with A2 offices or A3 restaurants at ground floor level and 133 students on upper floors. Work commenced onsite in November 2015.

Oxpens

4.6 The Oxpens site provides an opportunity to deliver up to 10,000m^2 of Class B office and research and development space as well 300-500 new homes. The City Council is working with Nuffield College to bring this development forward and has secured funding for infrastructure works needed for development to take place.

Indicator 23: BARTON AREA ACTION PLAN

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

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

The AAP establishes a specific monitoring framework for this site.

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

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

4.8 Outline planning permission was granted in September 2013 for means of access for the erection of a maximum of 885 residential units (Class C3); a maximum of 2,500 m^2 gross Class A1, A2, A3, A4 and A5 uses (with a maximum of 2,000m^2 gross food store Class A1); a maximum of 50 extra care housing units; a maximum of 7,350 m^2 GEA hotel (Class C1); and a maximum of 3,000 m^2 GEA Class D1, D2 floorspace (community hub) in development blocks

ranging from 2 to 5 storeys with associated cycle and car parking, landscaping, public realm works, interim works and associated highway works[33]. A reserved matters application for works needed to prepare the site for development was approved in February 2015[34] and work commenced on site in Summer 2015. A further reserved matters application for Phase 1 of the development (237 dwellings) was approved in March 2016[35], with work on Phase 1 expected to commence on site during 2016/17. Phase 1 includes 40% affordable housing (95 units), all of which will be provided as social rent.

Indicator 24: NORTHERN GATEWAY AREA ACTION PLAN

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

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

The AAP establishes a specific monitoring framework for this site.

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

Performance against target 2015/16:	Performance in previous two years:
N/A	2014/15: N/A
	2013/14: N/A

4.9   The Northern Gateway AAP was adopted in July 2015. It is too early to monitor development at this site against the AAP's monitoring framework as no planning application has been submitted, however it should be noted that the development consortium undertook initial public consultation in February 2015, and an outline planning application is being worked on currently.

4.10   The Northern Gateway is a key element of the Oxford and Oxfordshire City Deal, which was agreed to support innovation-led economic growth. The City Deal partners and Government have agreed to invest a total of £17.8m in highway infrastructure at the Northern Gateway to enable the development. Phase 1 includes improvement works to both Wolvercote and Cutteslowe roundabouts. These works are currently in progress and are due for completion in late 2016. The next phase will include the provision of a link road between the A44 and A40 and new signalised junctions. This will be bought forward as part of the wider development at the Northern Gateway.

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[33] Planning application reference 13/01383/OUT (Barton Park outline planning permission).
[34] Planning application reference 14/03201/RES (Barton Park enabling works).
[35] Planning application reference 15/03642/RES (Barton Park Phase1).

Cleaner and Greener Oxford

Ambition: **An attractive and clean city that minimises its enviornmental impact by cutting carbopn, waste and pollution**

Oxford - Enviornmental Snapshot	
Total area:	17.6 square miles / 46 square kilometres
Green Belt (% of total area)	27% of Oxford's total area
Allotments:	36 allotment sites across the city
Listed Buildings:	More than 1,600 listed buildings
Conservation Areas	18 conservation areas
Parks with Green Flag status	Five parks (Cutteslowe & Sunnymead Park, Blackbird Leys Park, Hinksey Park, Florence Park and Bury Knowle Park)
Carbon emissions per capita:	6.2 tonnes per resident Carbon emissions overall in Oxford reduced by 11.4% between 2005 and 2013. Oxford has the first Low Emission Zone outside of London and is actively planning for the advent of a zero emission zone for the city centre.
% of Oxford's residents commuting within the city by car:	20% of Oxford's residents commuting within the city by car
% Oxford's residents commuting within the city by bicycle or foot	50% of Oxford's residents commute within the city by bicycle or on foot

Spatial distribution of parks and open spaces in Oxford:[36]

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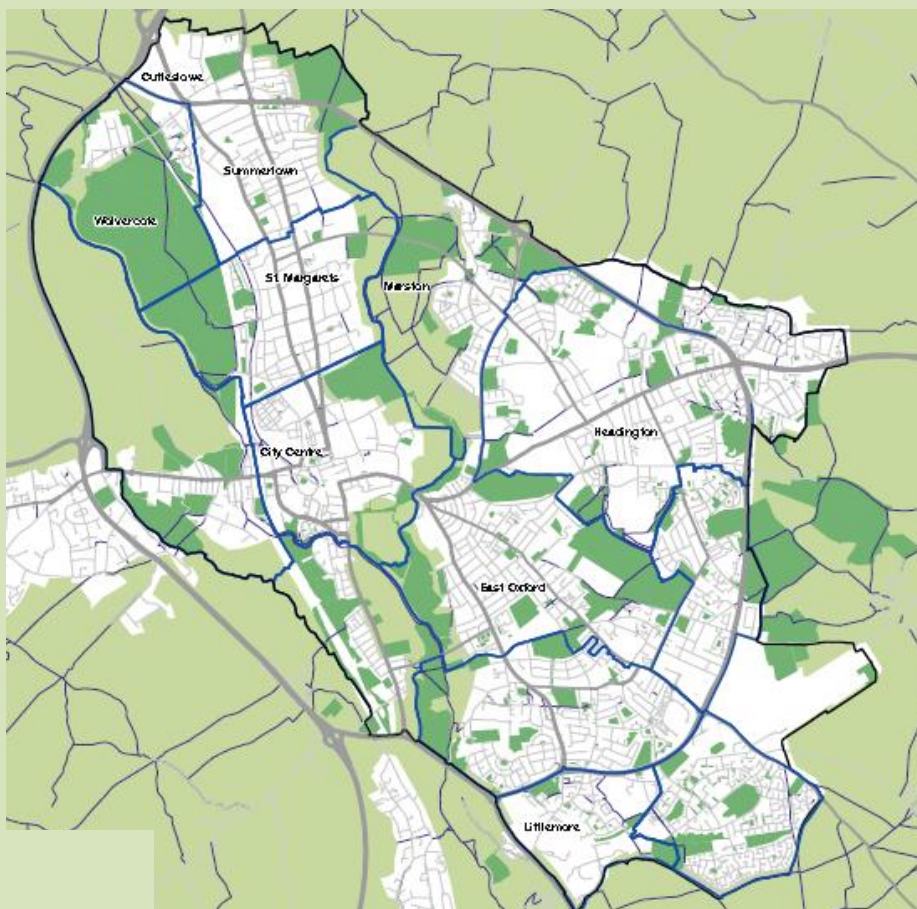
[36] Oxford City Council (2013) Green Spaces Strategy Appendix 1

Indicator 25: CHANGES IN AREAS OF BIODIVERSITY IMPORTANCE

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

5.1   Table 21 provides details of sites designated for their intrinsic environmental importance in Oxford. It shows that in 2015/16 there was no change in the area of any of these designated sites.

Designation	2011/12 (Area - ha)	2012/13 (Area - ha)	2013/14 (Area - ha)	Change (Area - ha)
Special Areas of Conservation (SAC) (1 site)	177.1	177.1	177.1	**No change**
Sites of Special Scientific Interest (SSSI) (12 sites)	278.24	278.24	278.24	**No change**
Local Wildlife Sites (14 sites)	125.44	125.44	125.44	**No change**
Sites of Local Interest for Nature Conservation (SLINCs) (50 sites)	202.5	202.5	202.5	**No change**
Local Nature Reserves (3 Sites)	6.63	6.63	6.63	**No change**
Regionally Important Geological or Geomorphological Sites (RIGS) (2 Sites)	2.0	2.0	2.0	**No change**

Table 21: Area of sites designated for their environmental importance in Oxford (Natural England Data)

Indicator 26: NATURAL RESOURCES IMPACT ANALYSIS (NRIA)

Target: 100% of qualifying planning permissions granted to comply with NRIA requirements
Minimum of 20% on-site renewable energy from qualifying sites
(Oxford Core Strategy Policy CS9, Sites and Housing Plan Policy HP11, Saved Local Plan Policy CP18)

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

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

Application Reference & Site	Development	NRIA Checklist Score	Proposed On-Site Renewable Energy Generation
15/03642/RES Barton Park	237 C3 residential dwellings (Phase 1 - reserved matters)	-	**24% onsite renewable energy generation** (PV Panels)
14/01770/FUL Marywood House	20 C3 residential dwellings	6	**20% onsite renewable energy generation** (PV Panels and Low energy boilers)
14/01273/OUT Part of Former Travis Perkins Site, Collins Street	30 C3 residential dwellings	6	**At least 20% onsite renewable energy generation** (PV Panels, Air Source Pumps and high efficiency boilers)
14/02940/OUT Littlemore Park	270 C3 residential dwellings	N/A	A full energy statement and NRIA checklist would only be possible at the reserved matter stage.
14/02256/FUL 4-5 Queen Street and rear of 114-119 St Aldate	Part demolition. Redevelopment to include A1 and A2/A3 plus 133 student accommodation rooms.	9	20**% onsite renewable energy generation** (Air Source Heat Pumps)
15/00930/OUT 474 Cowley Road	60 bed care home (outline permission)	6	Fabric First Approach. Consideration given to PV Panels, Solar water heating and wind energy. TBC at reserved matters.
15/00996/RES Old Road Campus	Erection of Bioescalator /Amenities Building (Part reserved matters).	8	**22.5% onsite renewable energy generation** (PV Panels, CHP)
15/01549/FUL Corpus Christi College	Part demolition. Erection of annexe.	7	**20% onsite renewable energy generation** (Heat pumps, Solar water heating systems, PV Panels)
15/02269/RES Land North of Littlemore Healthcare Trust	140 C3 residential dwellings	7	**20.2% onsite renewable energy generation** (PV Panels, Flue Gas Heat Recovery)
15/02543/FUL Site of former Friar Public House, Marston Road	Student accommodation (30 rooms)	TBC	**Onsite renewable energy generation to be secured by condition** (Consideration being given to CHP or air exchange unit)

Table 22: Qualifying developments' compliance with NIRA requirements (permissions) 2015/16

5.3   Table 22 shows that planning policies are effectively ensuring onsite renewable energy generation on qualifying schemes. This suggests that the NRIA continues to provide a useful measure of the sustainability of new developments and that the targets remain both relevant and achievable.

Indicator 27: DEVELOPMENT IN THE GREEN BELT

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

5.4   Table 23 provides details of planning permissions granted for development in the Green Belt during the monitoring year. All applications were considered against Green Belt policies set

out in the National Planning Policy Framework and Core Strategy. No inappropriate development was permitted during 2015/16.

Location	Application Reference	Development	Reason for Approval
Keble College Boat Club, The Towing Path	15/00473/FUL	Replacement Boatshed and relocation of boat canopy/store.	The proposal is for a replacement boatshed which is not significantly larger than the original building.
Christ Church Meadow	15/00760/FUL	Change of use and extension of thatched barn. Demolition of buildings and erection of new works building and service area.	The proposal is for the redevelopment and extension of existing buildings which will be used in part to provide facilities for those pursuing outdoor recreation in Christ Church Meadow. There will be an impact on the openness of the Greenbelt but it is considered that the benefits (the very special circumstances) outweigh the harm.
Oxford City Football Ground, Court Place Farm Marsh Lane	15/02476/FUL	Erection of spectator stand.	The proposal is located on previously developed land, is visually unobtrusive and can reasonably be considered an essential facility for this type of outdoor sport.
Canal Keepers Cottage, Godstow Road	15/02713/FUL	Single storey extension	The proposed extension does not represent a significant increase in built development when compared with the dwelling that previously occupied this site.
St Edwards Boat House, Godstow Road	15/03625/FUL	Replacement roof and installation of timber cladding.	The proposal will not increase the size of the building and the materials are appropriate to the location.
Victoria Arms, Mill Lane	15/02373/FUL	Demolition of garage. Front and rear extensions. Formation of terrace and BBQ area. Provision of cycle store and car parking.	The proposed extensions do not represent a significant increase in built development. The building will have the appearance of barn style structure. It was considered that the provision of car parking spaces may be harmful to the openness of the Green Belt and therefore planning permission was not granted for this element of the proposal.

Table 23: Planning permissions granted for development in the Green Belt in 2015/16

Indicator 28: HERITAGE ASSETS AT RISK

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

5.5 Historic England's 'Heritage at Risk' programme identifies the heritage assets that are most at risk of being lost as a result of neglect, decay or inappropriate development across England. In 2015/16 two of Oxford's heritage assets were identified as being at risk (Table 24).

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

Table 24: Heritage assets at risk in Oxford 2015/16 (Historic England)

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

Indicator 29: APPLICATIONS INVOLVING THE TOTAL, SUBSTANTIAL OR PARTIAL DEMOLITION OF A LISTED BUILDING

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:
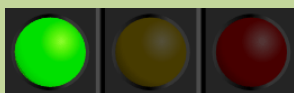
5.7 No listed building consents or planning permissions were granted for the total, substantial or partial demolition of a listed building during the 2015/16 monitoring year.

Indicator 30: APPEALS ALLOWED WHERE CONSERVATION POLICIES ARE CITED AS A REASON FOR REFUSAL

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:
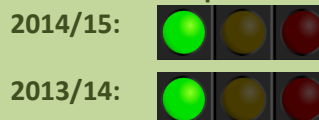
5.8 Oxford's conservation policies are the saved Local Plan 2001-16 historic environment policies. Four appeals were determined in 2015/16 where these policies had been cited as a reason for refusal and only one of these appeals (25%) was dismissed. In all three cases where the appeals were allowed the Inspector considered that, on balance, material considerations meant that

5.9 the proposed developments were acceptable. Whilst performance in 2015/16 was well below the 80% target, only four appeals were determined where the historic environment policies applied meaning that all would have had to have been dismissed to score a green rating in the AMR. In previous monitoring years there have been higher numbers of appeals determined where the historic environment policies applied and the Core Strategy monitoring target has been met. We will need to monitor this closely in future monitoring years to understand if this is a short term fluctuation or a longer term trend and to ensure that the monitoring target remains relevant.

Indicator 31: TREE PRESERVATION ORDERS (TPOs)

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:
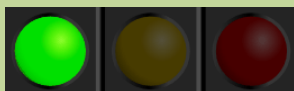
5.10 There were no permissions granted for the felling of trees subject to a TPO contrary to officers' recommendations in 2015/16.

Indicator 32: LOSSES OF PUBLIC OPEN SPACE, OUTDOOR SPORTS AND RECREATION FACILITIES

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

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

5.11 No planning applications were permitted where there would be a net loss of publicly accessible open space, outdoor sports or recreation facilities in 2015/16.

5.12 On 14 August 2014 the City Council refused outline planning permission for residential development at William Morris Close (14/01670/OUT). One of the main reasons for refusal was that the development would result in the loss of protected open space. A subsequent appeal against this decision was dismissed on 20 May 2015.

5.13 It should also be noted that during the 2015/16 monitoring year planning permission was granted for a number of applications that will provide improved public open space, leisure and recreational facilities in Oxford. This includes bringing disused land to the rear of Isis Care and Retirement Centre on Cornwallis Road back into use as a city farm (15/02870/FUL) and filling redundant tanks at Hinksey Pools to create additional public open space (14/03475/CT3).

Indicator 33: TRAFFIC GROWTH AT INNER AND OUTER CORDONS

Target: Inner Cordon - no more than 0% growth
**   Outer Cordon - no more than 0.2% average annual growth** (Oxford Core Strategy Policy CS14)

Performance against target 2015/16:

Performance in previous two years:

2014/15:

2013/14:

5.14 Oxfordshire County Council monitors traffic flows at two 'cordons' in Oxford. The inner cordon count provides an indication of the average number of vehicles entering the city centre on any given weekday, whilst the outer cordon count provides an indication of the number of vehicles entering Oxford from beyond the city boundary on any given weekday.
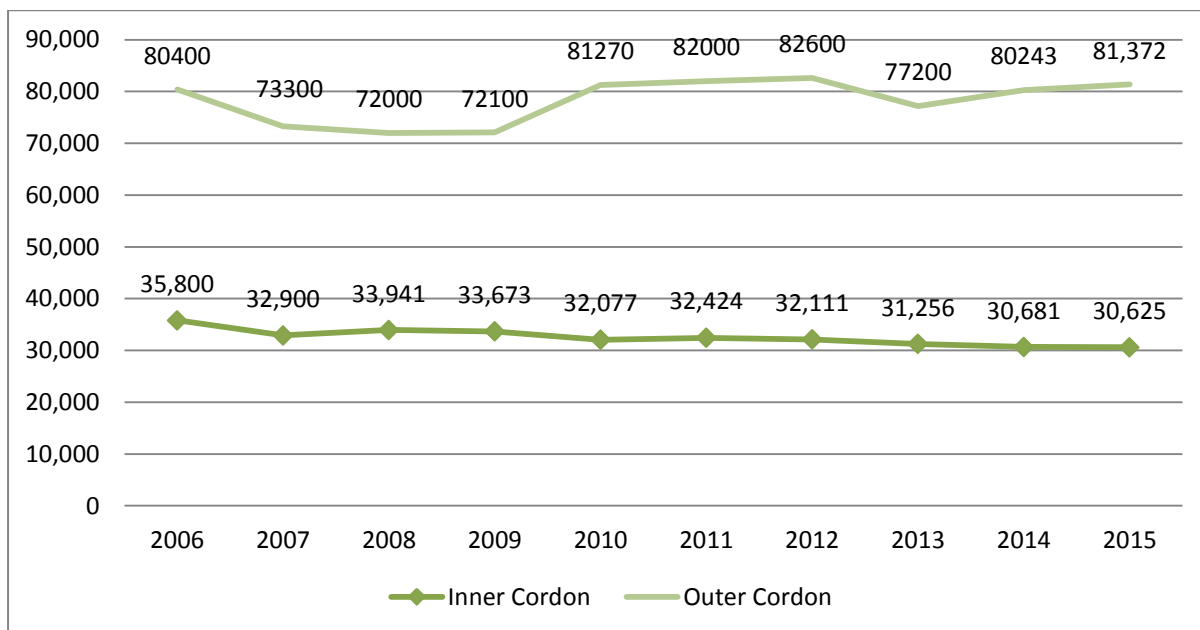
Figure 9: Average weekday inbound traffic at the Inner and Outer Cordons 2006 – 2015*

Note: In 2010 an additional outer cordon monitoring location was added on Oxford Road, North of Bagley Wood. Data from two outer cordon monitoring locations (Oxford Road and Beaumont Road) was unavailable for 2013.Data from one outer cordon monitoring location (Beaumont Road) was unavailable for 2015.

5.15   Figure 9 shows that the number of vehicles travelling into the city centre (inner cordon) has decreased relatively consistently since the Core Strategy 2006 baseline (36,000 vehicles).

5.16   The number of vehicles travelling into Oxford from across the city boundary (outer cordon) has shown a greater amount of fluctuation since the 2006 baseline. The average number of vehicles travelling into Oxford on any given weekday in 2015 was 81,372. This is an increase of 1.4% on the previous monitoring year.

An Efficient and Effective Council

Ambition: A customer-focused organisation, delivering efficient, high quality services that meet people's needs.

Planning Applications Received:

Legend:
- B56 Prior approval applications (B1a office to C3 residential)
- H42 Prior approval applications (Householder developments)
- Major planning applications
- Minor planning applications
- Other planning applications (inlcudes certificates of lawfulness, householder, listed building and advertisement applications)

X-axis: Monitoring year (2010/11, 2011/12, 2012/13, 2013/14, 2014/15, 2015/16)
Y-axis: Number of applications received

Totals: 1,588 1,563 1,524 1,706 1,713 1,723

Development Management Appeal Decisions:

Legend:
- Allowed
- Dismissed

X-axis: Monitoring year (2011/12, 2012/13, 2013/14, 2014/15, 2015/16)
Y-axis: Number of appeal decisions received
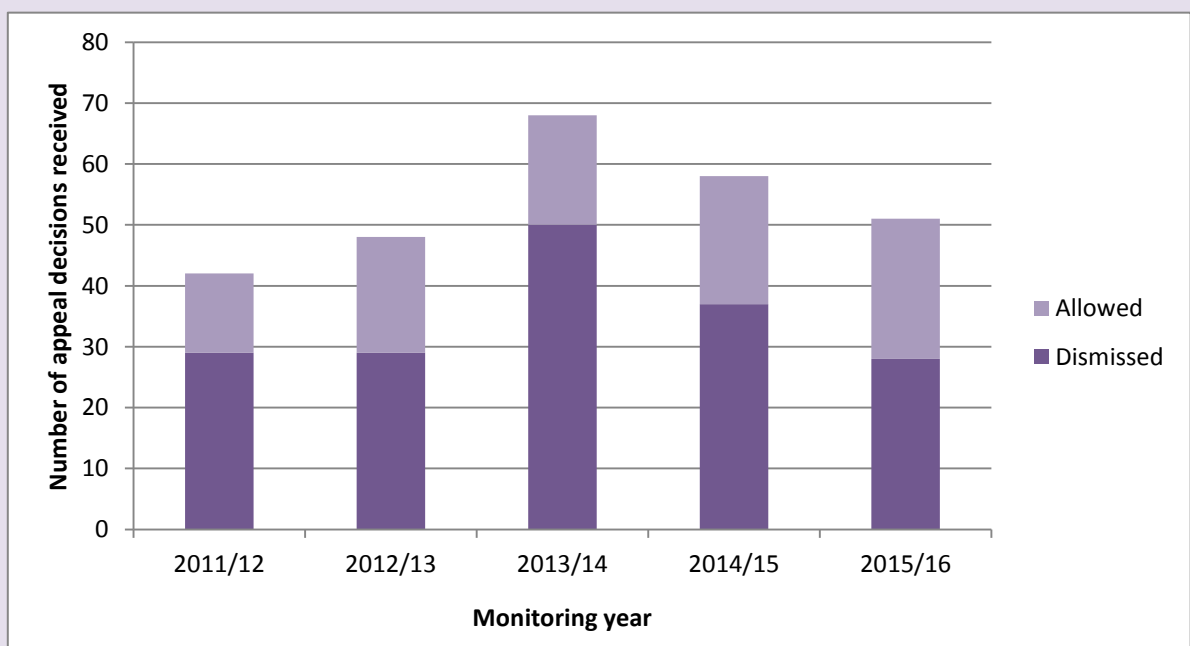
LOCAL DEVELOPMENT SCHEME MONITORING

6.1   The Local Development Scheme (LDS) is a project plan that sets out timescales for the preparation and revision of documents in Oxford's Local Plan and other planning policy documents. The LDS provides details on what each document will contain and the geographical area each will cover.

6.2   In January 2016 the City Council adopted a new LDS which covers the period 2016-2019. This supersedes the previous LDS 2011-2014 (as amended). The new LDS 2016-2019 sets out the City Council's intention to produce a new Local Plan that will provide a long-term planning framework to deliver the managed growth of the city to 2036. This will replace the current Core Strategy, Sites and Housing Plan and saved policies of the Local Plan 2001-2016. Table 25 shows performance against LDS 2016-2019 timescales during the monitoring year.

Document title	LDS timescale (as relevant to the monitoring period)	Progress during the 2015/16 monitoring year
Local Plan 2016-2036	Commence January 2016	Work started on the Local Plan in January as scheduled in the LDS. The Sustainability Appraisal scoping process was started, key background topic papers were produced, a Housing and Employment Land Availability Assessment (HELAA) was commenced in conjunction with consultants AECOM, and preparatory work was undertaken for the first steps consultation. Work on the Local Plan will continue throughout 2016/17 and beyond.
Design SPD	Develop draft SPD	Work on developing the draft Design SPD has continued during 2015/16. Consultation on the draft document is expected to take place during 2016/17.

Table 25: Progress against Local Development Scheme timescales in 2015/16

DUTY TO COOPERATE MONITORING

6.3 The Duty to Cooperate, introduced by the Localism Act 2011, requires on-going, constructive collaboration and active engagement with neighbouring authorities and other statutory bodies when preparing Local Plan documents.

6.4 The City Council has also been actively involved in a number of on-going joint-working and partnership relationships, which help to inform a shared evidence base for plan making and addressing strategic and cross-boundary issues. This includes the Oxfordshire Growth Board ; the Oxfordshire Local Enterprise Partnership (LEP); the Oxford Strategic Partnership; the Oxfordshire Local Transport Board; the Oxfordshire Leaders Group; the Oxfordshire Chief Executives Group; City and County Bilateral meetings; the Oxfordshire Area Flood Partnership; the Oxford Regeneration Programme Partnership; and the Oxfordshire Planning Policy Officers Group. These meetings are attended either by lead members and/or by a range of senior officers. Engagement with other stakeholders about Duty to Cooperate matters is also important for the Local Plan 2036, and commentary about those processes is provided in more detail in the Local Plan Consultation Statement.

6.5 The City Council has continued to actively and fully engage in the Local Plan processes of the other Oxfordshire authorities to ensure that the full objectively assessed housing need for the Oxfordshire Housing Market Area is met in emerging Local Plans. This includes contributing to

meeting housing need that cannot be met in Oxford because of the city's tightly drawn administrative boundary and intrinsic environmental constraints. This is a key and pressing strategic and cross-boundary issue which is being addressed through Duty to Cooperate processes, particularly the work overseen by the Oxfordshire Growth Board. Joint working on this matter in 2015/16 has included testing options for where the Oxford unmet housing need might be distributed across the county, gathering evidence, and working towards agreeing an apportionment of the unmet need across the authorities.

NEIGHBOURHOOD PLAN MONITORING

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

Headington Neighbourhood Plan

6.7   During the 2015/16 monitoring year, the Headington Neighbourhood Forum published the draft Headington Neighbourhood Plan and undertook public consultation. The Forum has since formally submitted the Headington Neighbourhood Plan to the City Council. On the 8 August 2016, the City Executive Board agreed that the Headington Neighbourhood Plan has met the all the legal requirements and endorsed consultation on the submission version of the Headington Neighbourhood Plan. This consultation will be undertaken by the City Council during 2016/17.

Summertown and St Margaret's Neighbourhood Plan

6.8   The Summertown and St Margaret's Neighbourhood Forum has been consulting with residents to inform their vision and developing some themes for their Draft Neighbourhood Plan.

Wolvercote Neighbourhood Plan

6.9   The Wolvercote and Cutteslowe Neighbourhood Forum has been working on producing a draft Neighbourhood Plan.

STATEMENT OF COMMUNITY INVOLVEMENT MONITORING

6.10   Effective community engagement is essential to good planning. The Statement of Community Involvement in Planning (SCIP) sets out how the City Council will involve the community and other stakeholders in both developing planning policy documents and determining planning applications. The AMR reports on planning policy consultations undertaken during the monitoring year and explains how they have complied with the SCIP.

6.11   No planning policy consultations were undertaken during the 2015/16 monitoring year.

COMMUNITY INFRASTRUCTURE LEVY MONITORING

6.12   The Community Infrastructure Levy (CIL) is a tariff in the form of a standard charge on new development to help the funding of infrastructure. Oxford's CIL Charging Schedule came into effect on the 21 October 2013. Planning applications determined on or after 21 October 2013 may therefore be subject to CIL.[37]

6.13   The Council will use CIL to secure Strategic Infrastructure (as shown on the Regulation 123 list of infrastructure) whilst the local infrastructure will be secured through Planning Obligations in line with the Polices of the Core Strategy and the Affordable Housing & Planning Obligations SPD.

6.14   Regulation 62 of the CIL Regulations (as amended) requires charging authorities to "*prepare a report for any financial year ("the reported year") in which – a) it collects CIL or CIL is collected on its behalf; or b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent*." Table 26 sets out the CIL Monitoring information as required by regulation 62(4) for the period 1 April 2015 to 31 March 2016. Data for the 2013/14 and 2014/15 monitoring years is also included for comparative purposes.

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

Regulation Reference	Description	2013/14 (£)	2014/15 (£)	2015/16 (£)	Total (£)
(3)	Land payments made in respect of CIL, and CIL collected by way of a land payment which has not been spent at the end of the reported year:- (a) development consistent with a relevant purpose has not commenced on the acquired land; or (b) the acquired land (in whole or in part) has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of regulation 73(9) has not been spent.	Nil	Nil	Nil	Nil
4(a)	Total CIL receipts	7,064	1,379,000	2,046,196	3,345,196
4(b)	Total CIL expenditure	Nil	Nil	350,000	350,000
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied	N/A	N/A	1 Item[38]	N/A
4 (c) (ii)	Amount of CIL expenditure on each item	N/A	N/A	350,000	350,000
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest with details of the infrastructure items which that money was used to provide (wholly or in part)	Nil	Nil	Nil	Nil
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation (5%)	353 (5%)	68,950 (5%)	103,510 (5%)	172,813 (5%)
4 (ca)	Amount of CIL passed to any local council (i.e. a parish council) under regulation 59A or 59B; and any person under regulation 59(4) (i.e. to another person for that person to apply to funding the provision, improvement, replacement, operation or maintenance of infrastructure)	Nil	14,895	18,941	33,836
4 (cb) (i)	Total CIL receipts under regulations 59E and 59F i.e. CIL recovered from parish councils because it hasn't been spent within five years, or the neighbourhood element of CIL in areas that do not have parish councils (15% in areas without an adopted Neighbourhood Plan)	1,060	191,955	291,588	484,603
4 (cb) (ii)	The items to which the CIL receipts to which regulations 59E and 59F applied have been applied	N/A	N/A	N/A	N/A
4 (cb) (iii)	Amount of expenditure on each item	N/A	N/A	N/A	N/A
4 (cc) (i)	Total value of CIL receipts requested from each local council under a notice served in accordance with regulation 59E	Nil	Nil	Nil	Nil
4 (cc) (ii)	Any funds not yet recovered from local councils at the end of the monitoring year following a notice served in accordance with Regulation 59E	Nil	Nil	Nil	Nil
4 (d) (i)	Total amount of CIL receipts retained at the end of the monitoring year, other than those to which regulation 59E or 59F applied (i.e. CIL recovered from parish councils, or the neighbourhood element of CIL in areas that do not have parish councils)	6,004	1,103,200	1,306,157	2,415,361
4 (d) (ii)	CIL receipts from previous years retained at the end of the monitoring year other than those to which regulation 59E or 59F applied	N/A	5,651	1,108,851	1,114,502
4 (d) (iii)	CIL receipts for the monitoring year to which regulation 59E or 59F applied retained at the end of the monitoring year	1,060	191,955	291,588	484,603
4 (d) (iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the monitoring year	Nil	1,060	193,015	194,075
4 (e) (i)	In relation to any infrastructure payments accepted, the items of infrastructure to which the infrastructure payments relate	N/A	N/A	N/A	N/A
4 (e) (ii)	In relation to any infrastructure payments accepted, the amount of CIL to which each item of infrastructure relates	N/A	N/A	N/A	N/A

Table 26: Community Infrastructure Levy Monitoring 2013/14-2015/16

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[38] Oxford Spires Academy – provision of a new gym with community access.

S106 AGREEMENT MONITORING

6.15   In 2015/16, £386,539 of developer contributions held by the City Council was spent (Table27).

Type of expenditure	Expenditure amount 2015/16
Park and Ride	£214,662
Leisure	£19,290
Environmental improvements	£33,587
Pembroke Street improvements	£119,000
Total	**£386,539**

Table 27: S106 expenditure 2015/16

6.16   As of 1 April 2016 the City Council held £2,327,442 of developer funding which is due for expenditure (subject to Council approval) as set out in Table 28.

Type of expenditure	Amount of s106 developer contributions due for expenditure	
	2016/17	2017/18 and beyond
Affordable housing	Nil	£1,085,514
Community facilities	Nil	£119,886
Pedestrian infrastructure	£334,097	£223,727
Leisure	£185,056	£112,369
Environmental improvements	£42,000	£178,217
Works of art	£7,892	£38,684
Total amount due for expenditure	**£569,045**	**£1,758,397**

Table 28: S106 money due for expenditure in 2016/17 and beyond[39]

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

Glossary

Affordable housing	Homes that are available at a rent or price that can be afforded by people who are in housing need. It includes social rented housing, intermediate affordable housing and shared ownership housing.
Appeal	If a planning application is refused, is not determined on time, or is permitted with conditions that the applicant does not agree with, then applicant has the right to appeal. The case will then be reviewed by the Planning Inspectorate.
Area Action Plan (AAP)	AAPs form part of the Local Plan. They guide development in key growth areas by establishing area specific objectives, policies and proposals.
Article 4 Direction	A direction which withdraws automatic planning permission granted by the General Permitted Development Order.
Biodiversity	Diversity of plant and animal life, usually measured by number of species.
Community Infrastructure Levy (CIL)	CIL is a standard charge on new development which is used to help fund infrastructure provision.
Core Strategy	One of the documents in Oxford's Local Plan. It sets out the long-term spatial vision for the city, with objectives and policies to deliver that vision.
Duty to Cooperate	A legal duty that requires local planning authorities to work with neighbouring authorities and key public bodies to maximise the effectiveness of Local Plan preparation in relation to strategic cross boundary matters.
Dwelling	A self-contained unit of residential accommodation (house, flat, maisonette, studio, etc) but not a house in multiple occupation (HMO), bedsit or communal home.
Green Belt	An area of undeveloped land, where the planning policy is to keep it open to (amongst other purposes) prevent urban sprawl and preserve the setting and special character of Oxford and its landscape setting.
Greenfield land	There is no formal definition of greenfield land since the revocation of the Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000 in 2007.
Gross Internal Area (GIA)	The area of a building measured to the internal face of the perimeter walls at each level.
Heritage Asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
Houses in Multiple Occupation (HMOs)	Shared houses occupied by three or more unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.
Housing trajectory	A tool that is used to estimate the number of homes likely to be built in the future, usually shown as a graph.
Local Development Scheme (LDS)	Outlines every Local Plan document that the City Council intends to produce over the next three years along with timetables for their preparation.

Local Plan	The plan for the future development of Oxford, produced by the City Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act. The documents that make up Oxford's Local Plan are listed in Appendix A.
National Planning Policy Framework	The National Planning Policy Framework sets out the government's planning policies for England and how these are expected to be applied.
Neighbourhood Plan	Plans created by communities that establish a shared vision for their neighbourhood. Neighbourhood Plans can set out where new development should go, what it should look like and the infrastructure that should be provided.
Natural Resources Impact Analysis (NRIA)	A NRIA should evaluate the use of natural resources and the environmental impacts and benefits arising from a proposed development, both at the construction phase and through the subsequent day-to-day running of the buildings. Where an NRIA is required, it must demonstrate how the building is designed to minimise the use of natural resources over its lifetime.
Planning Practice Guidance	A web-based resource that brings together national planning practice guidance for England.
Previously Developed Land (PDL)	Land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure. This excludes land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.
Sites of Local Importance for Nature Conservation (SLINC)	A site containing important habitats, plans and animals in the context of Oxford.
Sites of Special Scientific Interest (SSSI)	Areas identified by English Nature as being of special interest for their ecological or geological features.
Special Areas of Conservation (SACs)	These consist of areas that are vitally important for nature conservation and have been identified as containing the best examples of habitats and species under the European Habitats Directive 1992.
Supplementary Planning Documents (SPD)	A type of planning policy document that supplements and elaborates on policies and proposals in the Local Plan. It does not form part of the Local Plan and is not subject to independent examination
Sustainability Appraisal	A social, economic and environmental appraisal of strategy, policies and proposals required for Local Plan documents and sometimes Supplementary Planning Documents.
Tree Preservation Order	A legal order made by the local planning authority, that prohibits the cutting down, uprooting, topping, lopping, willful damage or willful destruction of a tree or group of trees without the express permission of that authority.

Appendix A: Oxford's planning policy documents

Document	Date of Adoption
The Local Plan	
This includes a number of policy documents that have been prepared and adopted separately.	
Core Strategy 2026	March 2011
Sites and Housing Plan 2011-2026	February 2013
Oxford Local Plan 2001-2016 (Saved Policies)	November 2006
Northern Gateway Area Action Plan	July 2015
Barton Area Action Plan	December 2012
West End Area Action Plan	June 2008
Policies Map	March 2013
Supplementary Planning Documents (SPDs)	
Diamond Place SPD	July 2015
Jericho Canalside SPD	December 2013
Oxpens Master Plan SPD	November 2013
Affordable Housing and Planning Obligations SPD	September 2013
Balance of Dwellings SPD	January 2008
Telecommunications SPD	September 2007
Parking Standards SPD	February 2007
Natural Resource Impact Analysis SPD	November 2006
Design SPD	TBC
Technical Advice Notes (TANs)	
TAN 1A: Space Standards for Residential Development	May 2016
TAN 2: Energy Statement TAN	November 2013
TAN 3: Waste Storage TAN	November 2014
TAN 4: Community Pubs TAN	November 2014
TAN 5: External Wall Insulation	March 2016
TAN 6: Residential Basement Development	June 2016
Other planning policy documents	
Statement of Community Involvement	July 2015
Community Infrastructure Levy Charging Schedule	October 2013
Local Development Scheme	January 2016
Annual Monitoring Report	Produced annually

Appendix B: How the AMR complies with statutory requirements

Statutory Requirement	How the AMR meets this requirement
Section 35 of the Planning and Compulsory Purchase Act 2004 as amended by Section 113 of the Localism Act 2011 states that all local planning authorities in England must produce reports containing information on the implementation of the Local Development Scheme and the extent to which the policies in set out in the Local Development Plan are being achieved. These reports must be available to the public.	The AMR contains information on the implementation of the Local Development Scheme (see Local Development Scheme Monitoring). It also contains information on the implementation of policies in Oxford's Local Plan as set out in Appendix C. The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).
Section 34 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (1) A local planning authority's monitoring report must contain the following information— (a) the title of the local plans or supplementary planning documents specified in the local planning authority's local development scheme; (b) in relation to each of those documents— (i) the timetable specified in the local planning authority's local development scheme for the document's preparation; (ii) the stage the document has reached in its preparation; and (iii) if the document's preparation is behind the timetable mentioned in paragraph (i) the reasons for this; and (c) where any local plan or supplementary planning document specified in the local planning authority's local development scheme has been adopted or approved within the period in respect of which the report is made, a statement of that fact and of the date of adoption or approval.	This information is included in the Local Development Scheme Monitoring section of the AMR.
(2) Where a local planning authority are not implementing a policy specified in a local plan, the local planning authority's monitoring report must— (a) identify that policy; and (b) include a statement of— (i) the reasons why the local planning authority are not implementing the policy; and (ii) the steps (if any) that the local planning authority intend to take to secure that the policy is implemented.	N/A - All policies are being applied.
(3) Where a policy specified in a local plan specifies an annual number, or a number relating to any other period of net additional dwellings or net additional affordable dwellings in any part of the local planning authority's area, the local planning authority's monitoring report must specify the relevant number for the part of the local planning authority's area concerned— (a) in the period in respect of which the report is made, and (b) since the policy was first published, adopted or approved.	AMR Indicator 8: Housing trajectory AMR Indicator 9: Affordable housing completions (gross) and tenure
(4) Where a local planning authority have made a neighbourhood development order or a neighbourhood development plan, the local planning authority's monitoring report must contain details of these documents.	To date, no neighbourhood development orders or neighbourhood development plans have been made.

(5) Where a local planning authority have prepared a report pursuant to regulation 62 of the Community Infrastructure Levy Regulations 2010(2), the local planning authority's monitoring report must contain the information specified in regulation 62(4) of those Regulations.	This information is included in the Community Infrastructure Levy Monitoring section of the AMR.
(6) Where a local planning authority have co-operated with another local planning authority, county council, or a body or person prescribed under section 33A of the Act, the local planning authority's monitoring report must give details of what action they have taken during the period covered by the report.	This information is included in the Duty to Cooperate Monitoring section of the AMR.
(7) A local planning authority must make any up-to-date information, which they have collected for monitoring purposes, available in accordance with regulation 35 as soon as possible after the information becomes available.	The Annual Monitoring Report is published as soon as possible after the information becomes available.
Section 35 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (1) A document is to be taken to be made available by a local planning authority when— (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and . (b) published on the local planning authority's website,	The AMR is made publically available on the City Council's website and at our main offices (St Aldate's Chambers).
Section 62 of The Community Infrastructure Levy Regulations 2010 Section In any year that a charging authority collects CIL it must produce a report that includes: (a) the total CIL receipts for the reported year; . (b) the total CIL expenditure for the reported year; . (c)summary details of CIL expenditure during the reported year including— . (i)the items of infrastructure to which CIL (including land payments) has been applied, . (ii)the amount of CIL expenditure on each item, . (iii)the amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part), . (iv)the amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation; and . (d)the total amount of CIL receipts retained at the end of the reported year.	This information is included in the Community Infrastructure Levy Monitoring section of the AMR.
The charging authority must publish the report on its website no later than 31st December following the end of the reported year.	The Annual Monitoring Report has been published on the City Council website prior to the 31st December 2016.

Appendix C: How we monitor the implementation of policies in Oxford's Local Plan

Policy	How we monitor this…
Core Strategy 2026	
CS1 Hierarchy of Centres	Indicator 4: Location of new A1 retail development
CS2 Previously developed land and greenfield land	Indicator 14: Residential development completed on previously developed land
CS3 Regeneration areas	Indicator 21: Regeneration areas
CS4 Green Belt	Indicator 27: Development in the Green Belt
CS5 West End	Indicator 22: West End Area Action Plan
CS6 Northern Gateway	Indicator 24: Northern Gateway Area Action Plan
CS7 Land at Barton	Indicator 23: Barton Area Action Plan
CS8 Land at Summertown	N/A - This site did not become available during the 2015/16 monitoring year.
CS9 Energy and natural resources	Indicator 26: Natural Resources Impact Analysis (NIRA)
CS10 Waste and recycling	See Appendix D (Core Strategy Sustainability Appraisal Monitoring)
CS11 Flooding	N/A - Monitoring target no longer relevant.
CS12 Biodiversity	Indicator 25: Changes in areas of biodiversity importance
CS13 Supporting access to new development	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan Indicator 24: Northern Gateway Area Action Plan
CS14 Supporting city-wide movement	Indicator 33: Traffic growth at inner and outer cordons
CS15 Primary healthcare	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
CS16 Access to education	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
CS17 Infrastructure and developer contribution	N/A - The Core Strategy does not set a specific monitoring target.
CS18 Urban design, townscape character and the historic environment	Indicator 22: West End Area Action Plan Indicator 28: Heritage assets at risk Indicator 29: Applications involving the total, substantial or partial demolition of a listed building Indicator 30: Appeals allowed where conservation policies were cited as a reason for refusal Indicator 31: Tree Preservation Orders (TPOs)
CS19 Community safety	N/A – Monitoring target no longer relevant.
CS20 Cultural and community development	Indicator 22: West End Area Action Plan
CS21 Green spaces, leisure and sport	A Clean and Green Oxford
CS22 Level of housing growth	Indicator 7: Housing trajectory
CS23 Mix of housing	Indicator 15: Mix of housing (dwelling size)
CS24 Affordable housing	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a policy requirement (permissions)

CS25 Student accommodation	Indicator 17: Students and purpose-built student accommodation
CS26 Accommodation for travelling communities	N/A - The Core Strategy does not set a specific monitoring target.
CS27 Sustainable economy	Indicator 1: Employment land supply Indicator 2: Planning permissions granted for new B1 floorspace
CS28 Employment sites	Indicator 1: Employment land supply
CS29 The universities	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS30 Hospitals and medical research	Indicator 3: Planning permissions granted for key employment uses (hospital healthcare, medical research and university academic (teaching and study))
CS31 Retail	Indicator 4: Location of new A1 retail development
CS32 Sustainable tourism	Indicator 6: Supply of short stay accommodation

Sites and Housing Plan 2011-2026	
HP1 Changes to existing homes	Indicator 13: Changes of use from existing homes (permissions)
HP2 Accessible and adaptable homes	N/A - Monitoring target no longer relevant.
HP3 Affordable homes from general housing	Indicator 10: Proportion of affordable housing where there is a policy requirement (permissions)
HP4 Affordable homes from small housing sites	Indicator 11: Financial contributions towards affordable housing
HP5 Location of student accommodation	Indicator 18: Location of new student accommodation
HP6 Affordable homes from student accommodation	Indicator 11: Financial contributions towards affordable housing
HP7 HMOs	Indicator 19: Houses in multiple occupation (HMOs)
HP8 Residential moorings	Indicator 20: Residential moorings
HP9 Design, character and context	See CS18 monitoring
HP10 Developing on residential gardens	N/A – The Sites and Housing Plan does not set a specific monitoring target
HP11 Low carbon homes	Indicator 26: Natural Resources Impact Analysis (NIRA)
HP12 Indoor space	N/A - Monitoring target no longer relevant as the Nation Spaces Standards are now being applied.
HP13 Outdoor space	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP14 Privacy and daylight	N/A – The Sites and Housing Plan does not set a specific monitoring target.
HP15 Residential cycle parking	Previous AMRs show that these policies are being consistently implemented. Monitoring will now be undertaken periodically.
HP16 Residential car parking	

Area Action Plans	
Northern Gateway Area Action Plan	Indicator 24: Northern Gateway Area Action Plan
Barton Area Action Plan	Indicator 23: Barton Area Action Plan
West End Area Action Plan	Indicator 22: West End Area Action Plan

Appendix D: Core Strategy Sustainability Appraisal monitoring

Sustainability Appraisal Indicator	Sustainability Appraisal Target	Monitoring Information 2014/15
Population		
Total no. residents	N/A	Strong and Active Communities
No. students	N/A	Indicator 17: Students and purpose-built student accommodation
Flooding		
Permissions contrary to Environment Agency advice	0% approved contrary to formal objection	N/A - Monitoring target no longer relevant.
% developments accompanied by flood risk assessments	100% of developments of 1ha in flood zone 1 100% of developments in flood zone 2 or above	This is a national validation requirement. Planning applications are not validated if they do not meet these requirements.
Housing		
Total no. of net additional dwellings in Oxford	Relative to 2006/07: 5,692 by 31 March 2016 8,000 by 31 March 2026	Indicator 7: Housing trajectory
No. students living outside university accommodation	All increase in student numbers to be met by increase in purpose-built student accommodation	Indicator 17: Students and purpose-built student accommodation
Mix of housing completed by house size	95% of schemes to comply with Balance of Dwellings SPD	Indicator 15: Mix of housing (Dwelling Size)
Improve standard of housing	100% of homes in regeneration areas exceed Decent Homes Standard by 2010	All 7,900 council homes met the Decent Homes Standard by December 2010.
% of new-build housing on qualifying sites achieving Building for Life criteria (CS18)	95% to achieve level 14 or above	See CS18 monitoring
Urban renaissance / health / education / crime / vibrant communities / access to essential services and facilities / access to culture, leisure and recreation		
Publicly accessible open space, outdoor sports and recreation facilities	5.75 hectares of public open space per 1,000 residents	The Council's Green Spaces Strategy was updated in 2012. It was found that a standard linked to population was no longer appropriate. The Green Space Strategy 2013-2027 instead focuses on protecting and enhancing existing green space and ensuring that new developments contribute to the provision of high-quality, multi-functional green space where it is required most.
Quality of existing green spaces	Renew and increase Green Flag status for Oxford's parks	A Clean and Green Oxford
Access to community facilities	100% of developments that result in the loss of a community facility to make equivalent alternative provision or improvements to existing provision (unless the existing use is and will continue to be redundant)	No developments resulting in a loss of community facilities were permitted in 2015/16.
Index of health deprivation for Oxford's 'super output areas'	Improve ranking, particularly of Carfax	Strong and Active Communities

Density of residential development	City and district centres to deliver higher density residential development than within the wider district area	This is difficult to monitor on an annual basis as we receive very few major residential applications (10+ dwellings) where a density calculation would be appropriate. It is instead more useful to monitor longer term trends.
Provision and improvement of local primary healthcare facilities	As per CS15 monitoring	Indicator 22: West End Area Action Plan Indicator 23: Barton Area Action Plan
Provision and improvement of local educational facilities	As per CS16 monitoring	Indicator 23: Barton Area Action Plan Indicator 21: Regeneration areas
Provision of other social infrastructure	Multi-agency delivery means there is no one target.	No specific monitoring target.
% of new developments that comply with 'Secured by Design'	100% (i.e. 0% of planning permissions approved contrary to Thames Valley Police Objection)	N/A – Monitoring target no longer relevant.
Poverty / regeneration areas		
% affordable housing completions	50% on qualifying sites 150 per year 2008-10 200 per year 2010-12	Indicator 8: Affordable housing completions Indicator 10: Proportion of affordable housing where there is a policy requirement
Extent of deprivation in Oxford relative to all areas nationally	Reduce number of super output areas in Oxford in the 20% most deprived in England	Indicator 21: Regeneration areas
No. households living in temporary accommodation	698 in 2008/09 577 in 2009/10 536 in 2010/11	Meeting Housing Needs
Timely progress of a regeneration plan for each of the regeneration areas in conjunction with other departments	Timetable to be agreed corporately	Indicator 21: Regeneration areas
NOx levels in Oxford, particularly at Binsey and at Oxford Meadows SAC near the A34	Progressive decrease in NOx, NO and ozone levels	See the Northern Gateway Preliminary Air Quality Assessment for most recent data.
Inner and outer cordon traffic counts	Inner cordon: no growth Outer cordon: no more than 0.2% average annual growth	Indicator 33: Traffic growth at inner and outer cordons
% people travelling to work by private motor vehicle	No increase in current level of 43.3%	A Cleaner and Green Oxford
Biodiversity		
Condition of Port Meadow SSSI; integrity of Oxford Meadows SAC	N/A	The most recent Natural England Assessment (06/07/10) rated the condition of the Port Meadow SSSI with Wolvercote Common as follows: Unit 001 – Favourable Unit 002 – Favourable Unit 003 – Unfavourable recovering Unit 004 – Favourable
Change in populations of biodiversity importance	No net reduction in BAP priority habitats and species, i.e. 96 priority species, 326.7 hectares priority habitat	Data maintained by Thames Valley Environmental Records Centre.

Change in areas of biodiversity importance	No net reduction in: SAC (177.1ha); SSSI (278.2ha) CONS (63.5ha); SLINC (202.5ha); LNR (11.5ha, 3 sites); and RIGS (2ha).	Indicator 25: Changes in areas of biodiversity importance
Countryside and historic environment		
No. heritage assets at risk	No net increase from: Nil registered parks and gardens; Nil conservation areas; 1 listed buildings; and 2 Scheduled monuments.	Indicator 28: Heritage assets at risk
No. developments involving demolition or substantial demolition of a listed building, or of a building or structure that contributes to the character / appearance of a Conservation Area (when contrary to officer's/English Heritage recommendation)	Nil	Indicator 29: Applications involving the total, substantial or partial demolition of a listed building
Development of a Heritage Plan for Oxford City	Completion by 2015	The Oxford Heritage Plan Framework was endorsed by the City Executive Board on 2 April 2015.
Length of footpaths, bridleways and permissive rights of way per person	No decrease	Data maintained by Oxfordshire County Council.
Inappropriate development in the Green Belt	None unless specifically allocated by the LDF	Indicator 27: Development in the Green Belt
% of new dwelling completions on previously developed land	2009/14: 90+% 2014/26: 75+%	Indicator 14: Residential development completed on previously developed land
Employment developments on previously developed land	No development on greenfield unless specifically allocated	Indicator 1: Employment development completed (by land type)
Water use per person per day	130 litres (from 164 litres in 2004)	Data unavailable at the time of publication.
Developments complying with NRIA requirements	100% compliance	Indicator 26: Natural Resources Impact Analysis(NRIA)
Average % energy produced by on-site renewables in new developments	20% on-site renewable energy from qualifying sites throughout the plan period	Indicator 26: Natural Resources Impact Analysis (NIRA)
Residual waste per household	2008/09 – 725kg 2009/10 – 723 kg 2010/11 – 715 kg	Average residual waste per household sent to the energy recovery facility in 2015/16 was 409.47kg, well below the Corporate Plan 2015-19 target for 2015/16 of 425.0kg per household.
Rate of total household waste recycling and composting in Oxfordshire	40%+ by 31 March 2010 45%+ by 31 March 2015 55%+ by 31 March 2020	The percentage of household waste sent for reuse, recycling, composting or anaerobic digestion in 2015/16 was 46.90%. This represents an increase of 0.65% in comparison to the 2014/15 monitoring year.
Water and soil quality		
Quality of Oxford's rivers	Achievement of 'good' status as part of the Environment Agency's River Basement	The Environment Agency's most recent RBMP (2009) 'Annex A: Current State of Waters' rates Oxford's rivers as falling

	Management Plan (RBMP) by 2027 at the latest	within the categories good, moderate and poor.
Incorporation of Sustainable Urban Drainage System in all relevant new developments	N/A	No specific monitoring target.
Skilled workforce / high employment / economic growth / economic innovation		
Total no. new Use Class B jobs created in Oxford	7,500+ by 2026	The Core Strategy baseline for total jobs in Oxford was 101,900. Latest Nomis figures show that total jobs stood at 131,000 in 2014. It is not possible to say exactly how many of the new jobs created fall within Class B, but this growth is extremely positive.
% economically active	Increasing	2015/16 – 84.7% economically active 2014/15 - 80.0% economically active 2013/14 - 78.1% economically active 2010/11 (baseline) - 77.6% (Data source: Nomis)
New retail, office and leisure development in the city centre and district centres	As per targets set in the Core Strategy monitoring framework	Indicator 4: Location of new A1 retail development
Average length of visitor stays	Increasing	Data on length of visitor stays is only available for overseas visitors at the Oxfordshire level. Visits to Oxford account for around 77% of these. 28.75% of visitors stay for 1-3 nights 30.67% of visitors stay for 4-7 nights 23.21% of visitors stay for 8-14 nights 17.37% of visitors stay for 15+ nights Data source: Office for National Statistics International Passenger Survey (2014)
Average visitor spend	Increasing	Data unavailable at the time of publication.
Supply of short-stay accommodation	Net increase	Indicator 6: Supply of short stay accommodation

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Appendix 2 – Risk Assessment

Risk ID	Risk						Corporate Objective	Gross Risk		Residual Risk		Current Risk		Owner	Date Risk Reviewed	Proximity of Risk (Projects/ Contracts)
Category-000-Service Area Code	Risk Title	Opportunity/ Threat	Risk Description	Risk Cause	Consequence	Date raised	1 to 5	I	P	I	P	I	P			
CEB-001-PRS	Reputational risk	T	Failure to achieve planning policy targets	There could be a range of causes, some of which may be external (e.g. the state of the economy) and some internal (failure to properly implement policies)	Reputation of the City Council could be adversely affected in the eyes of the community and stakeholders	1 Sept 2016	1, 2, 3, 4, 5	2	1	2	1	2	1	Head of Planning and Regulatory Services		

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To: Scrutiny Committee

Date: 7 November 2016

Report of: Environmental Sustainability Manager

Title of Report: Air Quality in Oxford

Summary

Purpose of report: The Committee have asked to consider air quality data and actions / ideas for improving air quality in the worst areas (e.g. parts of the City Centre).

Key decision: No

Executive lead member: Councillor John Tanner, Board Member for A Clean Green Oxford

Report author: Ian Halliday, Air Quality Officer

Policy Framework: A Clean and Green Oxford

Appendices
Appendix 1 – Oxford Annual Status Report
Appendix 2 – Air Quality Monitoring in Oxford Factsheet

Background

The Committee have asked to consider data on air quality in the City and actions / ideas for improving air quality in the worst areas (e.g. parts of the City Centre).

Introduction

1. Air pollution remains an invisible killer. It contributes to a range illnesses including heart disease and cancer. It particularly affects the most vulnerable in society: children, older people and those with heart and lung conditions.

2. Public Health England published a report in April 2014 providing details on the number of deaths in each local authority areas which is attributable to air pollution. For Oxford the report estimated (based on 2010 figures for mortality)

that 55 deaths of people over 25 is due to particulate air pollution. This is equivalent to a total of 673 associated life-years lost.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf

3. Section 82 of the Environment Act 1995 requires that every unitary or district council shall review the air quality within its area, considering both the present and likely future air quality.

4. The Act requires local authorities to designate an Air Quality Management Area (AQMA) where air quality objectives are not being achieved, or are not likely to be achieved, as set out in the Air Quality (England) Regulations 2000.   The relevant objectives are set out in the table below:

Pollutant	Air Quality Objective[1]	
	Concentration	Measured as
Nitrogen Dioxide (NO$_2$)	200 µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m^3	Annual mean
Particulate Matter (PM$_{10}$)	50 µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m^3	Annual mean

5.   Once the area has been designated, the Act requires the local authority to develop an Action Plan detailing remedial measures to tackle the problem within the AQMA.

The Oxford Situation

6. Oxford City Council is responsible for monitoring and assessing air quality in the city.

7. Oxford, in common with many urban areas throughout the United Kingdom, is subject to poor air quality, particularly close to areas with high levels of road traffic.

8. In Oxford, nitrogen dioxide is the pollutant of most concern as we continue to see breaches of the objective for this pollutant.   The objectives are met for other pollutants in the city.

9. Transport is by far the most significant source of emissions of oxides of nitrogen in the city; accounting for 75% of emissions. The remaining emissions are 17% of emissions come from commercial and residential heating, 6% from industry and 2% from energy production.

10. In 2010 the whole of the city was declared as an Air Quality Management Area due to a failure to meet the annual mean objective for nitrogen dioxide.

11. As a result we have developed an Air Quality Action Plan (AQAP) that sets out the actions we will take to improve air quality. The AQAP is available here: https://www.oxford.gov.uk/downloads/download/133/air_quality_action_plan

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[1] The units are in microgrammes of pollutant per cubic metre of air (µg/m^3).

12. Oxford's AQAP not only focusses on measures the City Council needs to address, but includes measures that we can influence, or work in partnership with others to deliver.

13. Effective measures require co-operation from all sectors including transport policy and management, the Council's priorities for new developments, freight management for business and commerce, and daily choices made by all transport users.

14. Oxford's AQAP recognises that the City Council cannot act in isolation in order to deliver these measures without engagement and delivery from a wide set of stakeholders.

15. This is particularly relevant given the two tier structure of local government in which Oxford City Council operate. As most emissions are from transport we are reliant on the County Council, as the Transport Authority, to support and lead many of the initiatives that we may wish to take.

16. We are required to report annually to Defra on air quality in the city. Reports include details of AQMAs, AQAPs and progress made with their implementation, current and historic monitoring data and comparison with the objectives and priorities for the forthcoming year.

17. A copy of the Annual Status Report, which is still subject to approval by the Department for Environment, Food and rural Affairs (Defra), is attached to this report.

Monitoring Data

18. Air quality in Oxford has seen significant improvements but there is far more that needs to be done.

19. Ten year trends from our data collection and analysis show that nitrogen dioxide (NO_2) levels have dropped by typically 35% at roadsides in the city centre. This is good news for the environment and for the health of people in Oxford.

20. In 2015, automatic monitoring station data for nitrogen dioxide continued to show decreases in levels at both High St and St Aldate's, following previous years (2009-2012) of recorded increases.

21. The number of diffusion tube locations indicating results above the annual mean objective for nitrogen dioxide of 40µg/m^3 are also reducing.

22. There were two exceedences of the hourly objective of 200µg/m^3 measured in St Aldate's in 2015. This is well within the 18 exceedences permitted by the Regulations.

23. In 2015 we saw small increases in measured levels of NO_2 at some monitoring locations. In general, these were associated with locations were traffic and congestion levels were influenced by events such as long term road works, particularly around Frideswide Square and routes leading to and from it.

24. Automatic monitoring station data for Particulate Matter (PM10) shows that the measured annual means were 21µg/m^3 on the High Street and 13µg/m^3 at St Ebbe's. These are well within the objective of 40µg/m^3.

25. Automatic monitoring station data for Particulate Matter (PM2.5) shows that the measured annual mean was 10μg/m^3. This compares to an annual mean of 14μg/m^3 measured in 2010. The Regulations currently do not set out a safe level of PM 2.5.

Progress to Date

26. The following are actions that Oxford City Council has recently taken to improve air quality in the city:

   a. Introduced the first extensive Low Emission Zone (LEZ) outside of London. This won the prize for Local Authority Air Quality Initiative of the Year at the National Air Quality Awards 2015.

   b. Launched the Oxfordshire Air Quality website to make historic and real time air quality data more readily accessible to members of the public. The website is accessible via: http://www.oxfordshire.air-quality.info/

   c. Increased the number of diffusion tube monitoring locations in the city by nearly 50% from January 2015.

   d. Launched Oxford Park and Pedal which has seen over 100 cycle parking spaces introduced at two of our park and ride sites.

   e. Ran the Test Drive the Future event to introduce the public to a range of electric vehicles (EVs) and the financial and environmental benefits of going electric. The event provided an opportunity to test drive vehicles, and outlined the options for driving an electric car 'pay as you go' through one of Oxford's car clubs.

   f. Engaged with the Oxfordshire Health Improvement Board to ensure that air quality is considered in the context of the Joint Strategic Needs Assessment.

   g. Commissioned a study into options for a Delivery and Servicing Plan for the Council's city centre premises. Consideration and implementation of the options is now underway.

   h. Continued to seek opportunities to work in partnership with our neighbouring District Councils through participation in in the Oxfordshire Air Quality Group.

   i. Presented on our experiences of implementing our Low Emission Zone to inform Defra's consideration of the most appropriate mechanism for establishing newly proposed Clean Air Zones.

Future Priorities

27. The priorities for the forthcoming year are:

   a. Continuing our expanded monitoring regime and seeking to expand further, where appropriate.

   b. Launching the 'Schools Tackling Oxford's Air Pollution (STOP) project. This will install real time, indicative air quality monitors in six schools across the city and provide educational material to integrate the measurements into the national curriculum.

c. Working with the County Council to further develop measures from the Oxford Transport Strategy that will have a positive impact on air quality, including options for a Zero Emission Zone.

d. Using £800,000 worth of grant funding won through the Go Ultra Low City Scheme to roll out EV charging solutions for properties without dedicated parking spaces.

e. Bidding to the Office for Low Emission Vehicles Taxi Scheme for funding to facilitate the installation of electric charging infrastructure to encourage the uptake of electric taxis.

f. Developing a Technical Advisory Note setting out our approach to consideration of air quality in the planning process.

g. Ensuring that air quality is considered fully during the development of the Oxford Local Plan.

h. Reporting annually to the Health improvement Board on the state of air quality across the county and what measures are being taken to improve it.

Challenges

28. There are a number of challenges to successfully tackling air pollution :

a. £3 million pounds in funding is available through the Defra Air Quality Grant scheme. This is a competitive process and the signs are that priority will be given to areas not predicted to be compliant with the Objectives by 2020. Oxford is not in one of these areas.

b. Ensuring that the required growth of Oxford is balanced with the need to improve air quality, utilising the latest technology and innovative transport measures.

c. As noted above, progress in many areas cannot be made in isolation and is highly dependent on partnership working with the County Council.

d. Engagement with local Public Health groups has proved to be more challenging than anticipated.

Next Steps

The Committee is asked to note the report.

Name and contact details of author:-

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Version number: 1.1

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2015 Air Quality Annual Status Report (ASR)

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

July 2016

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Local Authority Officer	Ian Halliday
Department	Environmental Sustainability
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Report Reference number	
Date	July 2016

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Executive Summary: Air Quality in Oxford

Air pollution remains an invisible killer. It contributes to a range illnesses including heart disease and cancer. It particularly affects the most vulnerable in society: children, older people and those with heart and lung conditions. There is also a strong correlation with poverty because areas with poor air quality are also often in less affluent areas[1] [2].

Sixty years on from the Clean Air Act (1956) and pollution is still affecting people's health. There is an increasing burden on the NHS. It is estimated that in the UK it cost £16M a year to deal with the health impacts of just Particulate Matter (PM)[3].

Oxford, in common with many urban areas throughout the United Kingdom, is subject to poor air quality, particularly close to areas with high levels of road traffic. In Oxford, nitrogen dioxide is the pollutant of most concern.

The whole of the city was declared as an Air Quality Management Area (AQMA) in 2010. An Air Quality Action Plan (AQAP) was adopted by the Council in 2013. More details on the AQMA and AQAP are available here:

https://www.oxford.gov.uk/info/20216/air_quality_management/206/air_quality_management_in_oxford/2

Transport is by far the most significant source of emissions of oxides of nitrogen in the city, accounting for 75% of emissions, 17% of emissions come from commercial and residential heating, 6% from industry and 2% from energy production.

Air quality in Oxford has seen significant improvements but there is far more that needs to be done.

- Ten year trends from our data collection and analysis show that nitrogen dioxide (NO_2) levels have dropped by typically 35% at roadsides in the city centre. This is good news for the environment and for the health of people in Oxford.

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[1] Environmental equity, air quality, socioeconomic status and respiratory health, 2010
[2] Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006
[3] Defra. Abatement cost guidance for valuing changes in air quality, May 2013

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- Automatic monitoring station data for nitrogen dioxide continues to show decreases in levels at both High St and St Aldate's, following previous years (2009-2012) of recorded increases.

- The number of diffusion tube locations indicating results above the annual mean objective for nitrogen dioxide of 40µg/m^3 are also reducing.

- There were two exceedences of the hourly objective of 200µg/m^3 measured in St Aldate's. This is well within the 18 exceedences permitted.

- At some monitoring locations we saw small increases in measured levels of NO_2. In general, these were associated with locations were traffic and congestion levels were influenced by events such as long term road works, particularly around Frideswide Square and routes leading to and from it.

- Automatic monitoring station data for Particulate Matter (PM_{10}) shows that the measured annual means were 21µg/m^3 on the High Street and 13µg/m^3 at St Ebbe's. These are well within the objective of 40µg/m^3 .

- Automatic monitoring station data for Particulate Matter ($PM_{2.5}$) shows that the measured annual mean was 10µg/m^3. This compares to an annual mean of 14µg/m^3 measured in 2010.

Air pollution arises from activities we all contribute to, it is a shared problem and therefore the solutions need to be equally shared.

Actions to Improve Air Quality

Oxford's Air Quality Action Plan (AQAP) not only focusses on measures the City Council needs to address, but includes measures that we can influence, or work in partnership with others to deliver.

Effective measures require co-operation from all sectors including transport policy and management, the Council's priorities for new developments, freight management for business and commerce, and daily choices made by all transport users.

Oxford's AQAP recognises that the City Council cannot act in isolation in order to deliver a comprehensive package of measures without engagement and delivery from a wide set of stakeholders.

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The following are actions that Oxford City Council has taken to improve air quality in the city:

- Declared the whole of the city an Air Quality Management Area for nitrogen dioxide.

- Developed an Air Quality Action Plan and Low Emission Strategy for the city.

- Introduced the first extensive Low Emission Zone (LEZ) outside of London. This won the prize for Local Authority Air Quality Initiative of the Year at the National Air Quality Awards 2015.

- Launched the Oxfordshire Air Quality website to make historic and real time air quality data more readily accessible to members of the public.

- Increased the number of diffusion tube monitoring locations in the city by nearly 50% from January 2015.

- Launched Oxford Park and Pedal which has seen over 100 cycle parking spaces introduced at two of our park and ride sites.

- Ran the Test Drive the Future event to introduce the public to a range of electric vehicles (EVs) and the financial and environmental benefits of going electric. The event provided an opportunity to test drive vehicles, and outlined the options for driving an electric car 'pay as you go' through one of Oxford's car clubs.

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- Engaged with the Oxfordshire Health Improvement Board to ensure that air quality is considered in the context of the Joint Strategic Needs Assessment.

- Commissioned a study into options for a Delivery and Servicing Plan for the Council's city centre premises. Consideration and implementation of the options is now underway.

- We have continued to seek opportunities to work in partnership with our neighbouring District Councils through participation in in the Oxfordshire Air Quality Group.

- Presented on our experiences of implementing our Low Emission Zone to inform Defra's consideration of the most appropriate mechanism for establishing newly proposed Clean Air Zones.

Local Priorities and Challenges

The priorities for the forthcoming year are:

- Continuing our expanded monitoring regime and seeking to expand further, where appropriate.

- Launching the 'Schools Tackling Oxford's Air Pollution (STOP) project. This will install real time, indicative air quality monitors in six schools across the city and provide educational material to integrate the measurements into the national curriculum.

- Working with the County Council to further develop measures from the Oxford Transport Strategy that will have a positive impact on air quality, including options for a Zero Emission Zone.

- Using £800,000 worth of grant funding won through the Go Ultra Low City Scheme to roll out EV charging solutions for properties without dedicated parking spaces.

- Bidding to the Office for Low Emission Vehicles Taxi Scheme for funding to facilitate the installation of electric charging infrastructure to encourage the uptake of electric taxis.

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- Developing a Technical Advisory Note setting out our approach to consideration of air quality in the planning process.

- Ensuring that air quality is considered fully during the development of the Oxford Local Plan.

- Reporting annually to the Health improvement Board on the state of air quality across the county and what measures are being taken to improve it.

How to Get Involved

Everyday decisions can have an impact on Oxford's air quality. Do you take the car when you could have cycled? Do you drive your children to school when you could have walked? We all have a huge role to play, and we can all be part of the solution. Encouraging walking and cycling in the city not only has a positive impact on air quality levels, but it also has multiple other benefits, including increasing the health of wellbeing of all those who live, work and visit Oxford.

Full details of air quality monitoring, including real time data on pollutant levels, is available on the Oxfordshire Air Quality Group website (https://oxfordshire.air-quality.info/).

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1   Local Air Quality Management

This report provides an overview of air quality in Oxford during 2015. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Oxford City Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Table E.1 in Appendix C.

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2   Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of the objectives.

A summary of AQMAs declared by Oxford City Council can be found in Table 2.1. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=193.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Pollutants and Air Quality Objectives	City / Town	One Line Description	Action Plan
The City of Oxford AQMA	• NO_2 annual mean	Oxford	The whole of the administrative area of Oxford City Council	Air Quality Action Plan 2013 – 2020 https://www.oxford.gov.uk/info/20216/air_quality_management/206/air_quality_management_in_oxford/2

2.2 Progress and Impact of Measures to address Air Quality in Oxford

Oxford City Council has taken forward a number of measures during the current reporting year of 2015 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. More detail on these measures can be found in the Action Plan.

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Key completed measures are:

- Ensuring that sustainable transport measures developed in the Oxford Area Strategy of the Local Transport Plan (LTP) support the targets of the AQAP.

- Ensuring that walking and cycling strategies within the LTP assist delivery of the AQAP objectives.

- Assisting in the development of bus and park and ride strategies within the LTP which support the AQAP.

- Requiring air quality assessments for all planning applications for major developments.

- Rolling out eco-driving training for our staff.

- Working closely with our County and District colleagues, through engagement with the Oxfordshire Air Quality Partnership.

- Initiating engagement with the Oxfordshire Health Improvement Board.

- Completion of a feasibility study considering the potential to introduce EV charging infrastructure for taxis at strategic locations around the city.

- A report outlining options for a Delivery and Servicing Plan (DSP) for city centre Council sites has been prepared.

Oxford City Council's priorities for the coming year are:

- Continuing our expanded monitoring regime and seeking to expand further, where appropriate.

- Launching the 'Schools Tackling Oxford's Air Pollution (STOP) project. This will install real time, indicative air quality monitors in six schools across the city and provide educational material to integrate into the national curriculum.

- Working with the County Council to further develop measures from the Oxford Transport Strategy that will have a positive impact on air quality, including options for a Zero Emission Zone.

- Using £800,000 worth of grant funding won through the Go Ultra Low City Scheme to roll out EV charging solutions for properties without dedicated parking spaces.

- Bidding to the Office for Low Emission Vehicles Taxi Scheme for funding to facilitate the installation of electric charging infrastructure to encourage the uptake of electric taxis.

- Developing a Technical Advisory Note setting out our approach to consideration of air quality in the planning process.

- Ensuring that air quality is considered fully during the development of the Oxford Local Plan.

- Reporting annually to the Health improvement Board on the state of air quality across the county and what measures are being taken to improve it.

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Table 2.2 – Progress on Measures to Improve Air Quality

	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
1	Manage bus emissions through the implementation of the low Emission Zone	Promoting Low Emission Transport	Low Emission Zone (LEZ)	OCC	Complete	Ongoing	All local bus services within the streets affected must be operated exclusively by buses whose engines meet the Euro V emission standard	N/A	The Low Emission Zone has been implemented.	Ongoing	
2	Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP.	Promoting Low Emission Transport	Other	OCC	Complete	Complete	Oxford Transport Strategy includes measures that support delivery of the AQAP	N/A	The Oxford Transport Strategy has been published and includes measures to support the targets of the AQAP	Ongoing	
3	Support walking and cycling strategies within the LTP to ensure they assist delivery of the AQAP objectives.	Promoting Travel Alternatives	Promotion of cycling	OCC	Complete	Complete	Walking and cycling strategies include measures that support delivery of the AQAP	N/A	The Active Healthy Travel Strategy has been published and includes measures to support the targets of the AQAP	Ongoing	
4	Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions.	Alternatives to private vehicle use	Bus based Park & Ride	OCC	Complete	Complete	Bus and Park & Ride strategies include measures that support delivery of the AQAP	N/A	The Bus Strategy has been published includes measures to support the targets of the AQAP	Ongoing	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
5	Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city.	Promoting Travel Alternatives	Workplace Travel Planning	OCC	Ongoing	Not commenced	Travel Plans adopted by organisations in the city	N/A	This measure has not been progressed to date.	TBC	
6	Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ.	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	OCC	Complete	Ongoing	TBC	N/A	We have been working in partnership with Oxford Bus Company and the County Council to develop a bid that would introduce inductively charged electric buses onto Park and Ride routes in the city. The outcome of the bid is awaited.	Ongoing	
7	Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure.	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	OCC	Ongoing	Ongoing	Charging infrastructure installed	N/A	We completed a feasibility study considering the potential to introduce EV charging points for taxis at strategic locations around the city. Following a successful bid to the Office for Low Emission Vehicles, OCC has obtained £800,000 worth of funding that will be used to evaluate various options for on-street charging, resulting in the installation of 100 new EV charging points in the city.	Ongoing	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
8	Investigate the feasibility of developing infrastructure to support emerging low or zero emission vehicle technologies, such as hydrogen fuel cells.	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	OCC	Ongoing	Not commenced	TBC	N/A	This measure has not been progressed to date.	TBC	
9	Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the Council's electric vehicle car-pool.	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	OCC	Complete	Ongoing	Number of electric vehicles in Council's fleet	N/A	The number of electric pool vehicles in the Council's fleet continues to increase. Opportunities to replace conventionally fuelled vehicles with electric vehicles are assessed on a case by case basis.	Ongoing	
10	Promote the development of low and zero emission car clubs schemes in the city.	Alternatives to private vehicle use	Car Clubs	OCC	Complete	Ongoing	Number of low/ zero emission car club vehicles available in the city	N/A	We have been working with car club providers to promote the provision of zero emission vehicles in the city	Ongoing	
11	Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets.	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	OCC	Complete	Ongoing	Number of low/ zero emission vehicles in LCO Pathfinder fleets	N/A	A number of Low Carbon Oxford Pathfinder event was held to bring together key organisations, to increase awareness of the impacts of business related travel and transport on the environment and human health.	Ongoing	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
12	Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi companies.	Public Information	via the Internet	OCC	Ongoing	Not commenced	TBC	N/A	This measure has not been progressed to date.	TBC	
13	Explore the impact of alternative and low emission transport on air quality in Oxford.	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	OCC	Not commenced	Not commenced	TBC	N/A	This measure has not been progressed to date.	TBC	
14	Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We will also consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes.	Freight and Delivery Management	Other	OCC	Complete	Ongoing	TBC	N/A	Report has been completed and published https://www.oxford.gov.uk/info/20216/air_quality_management/977/reducing_freight_emissions	Ongoing	
15	Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city.	Freight and Delivery Management	Freight Partnerships for city centre deliveries	OCC	Not commenced	Not commenced	TBC	N/A	This measure has not been progressed to date	TBC	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
16	Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation.	Freight and Delivery Management	Delivery and Service plans	OCC	Not commenced	Not commenced	TBC	N/A	This measure has not been progressed to date	TBC	
17	Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions.	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Complete	Complete	Air quality assessments undertaken for all major development in the city	N/A	Air quality assessments are now required for all new developments classified as 'major'	Ongoing	
18	Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities.	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Ongoing	Not commenced	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process.	TBC	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
19	Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements.	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Ongoing	Not commenced	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process.	TBC	
20	Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points.	Policy Guidance and Development Control	Low Emissions Strategy	OCC	Complete	Ongoing	EV charging points installed at all new major developments	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process.	Ongoing	
21	We will encourage the development of voluntary area-wide travel plans for existing developments through the Community Action Groups	Promoting Travel Alternatives	Other	OCC	Ongoing	Not commenced	TBC	N/A	The Oxford Local Plan is currently under review. This measure will be progressed through that process.	TBC	
22	Promote the development of car clubs within new developments.	Alternatives to private vehicle use	Car Clubs	OCC	Ongoing	Ongoing	Number of car clubs in new developments	N/A	Where appropriate, car clubs are considered as part of mitigation measures for air quality impacts in major developments	Ongoing	
23	Develop a low emission vehicle hierarchy to guide the procurement of vehicles within our fleet.	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	OCC	Ongoing	Not commenced	Number of low emission vehicles within Council fleet	N/A	This measure has not been progressed to date	TBC	

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	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
24	Continue to assess our fleet operations in terms of mileage management and efficient routing of vehicle movements.	Vehicle Fleet Efficiency	Driver training and ECO driving aids	OCC	Complete	Ongoing	N/A	N/A	Route and mileage management are integrated into business as usual for the fleet.	Ongoing	
25	Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSP) for key Council sites such as Town Hall.	Freight and Delivery Management	Delivery and Service plans	OCC	Complete	Ongoing	An adopted DSP is in place for the Council's city centre locations.	N/A	A report outlining options for a DSP for city centre Council sites has been prepared and consideration of the options and implementation is ongoing.	Ongoing	
26	Roll out eco-driving training for our staff.	Vehicle Fleet Efficiency	Driver training and ECO driving aids	OCC	Complete	Ongoing	Eco-driving training in place for staff	N/A	Eco-driving training is now in place for staff	Ongoing	
27	Seek to develop a sub-regional approach to air quality monitoring and action planning, working closely with our County and District colleagues, through engagement with the Oxfordshire Air Quality Partnership.	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	OCC	Complete	Ongoing	Attendance at the Oxfordshire Air Quality Group	N/A	Engagement with neighbouring District Councils has been developed through participation in the Oxfordshire Air Quality Group.	Ongoing	
28	Consider the benefit of including wider stakeholders such as transport providers, public health organisations and research and consulting expertise.	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	OCC	Complete	Ongoing	Regular updates on air quality provided to the Health improvement Board	N/A	Engagement with the Health Improvement Board is now in progress.	Ongoing	

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		Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
	29	Improve communication to increase the public's understanding of the main sources and health effects of air pollution emissions.	Public Information	via the Internet	OCC	Complete	Ongoing	County wide Oxfordshire Air Quality Group website launched	N/A	The Oxfordshire Air Quality Group website (https://oxfordshire.air-quality.info/) was launched in October 2015. As well as providing real time and historic monitoring data, the website provides information on the health impacts of air quality and a 'Children's Area'.	Ongoing	
	30	Work with the District and County Councils in Oxfordshire to provide a co-ordinated approach to public awareness and education.	Public Information	Other	OCC	Complete	Ongoing	County wide Oxfordshire Air Quality Group website launched	N/A	The Oxfordshire Air Quality Group website (https://oxfordshire.air-quality.info/) was launched in October 2015. As well as providing real time and historic monitoring data, the website provides information on the health impacts of air quality and a 'Children's Area'.	Ongoing	

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2.3 PM$_{2.5}$ – Local Authority Approach to Reducing Emissions and or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM$_{2.5}$ (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that PM$_{2.5}$ has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

We measure PM$_{2.5}$ at the St Ebbe's urban background site. In 2010 the annual mean concentration was 14µg/m^3. In 2015 the annual mean concentration was 10 µg/m^3.

Oxford City Council considers that many of the measures designed to reduce levels of nitrogen dioxide set out in the AQAP will also contribute to reducing levels of PM$_{2.5}$.

Oxford City Council considers that the following existing measures contained in the AQAP will contribute to reducing levels of PM$_{2.5}$:

1. Manage bus emissions through the implementation of the Low Emission Zone

2. Work to ensure sustainable transport measures developed in the Oxford Area Strategy of the LTP support the targets of the AQAP.

3. Support walking and cycling strategies within the LTP to ensure they assist delivery of the AQAP objectives.

4. Assist in development of bus and park and ride strategies within the LTP which support the AQAP. In particular we will work with the County to promote traffic management and routing measures to reduce bus emissions.

5. Work with the County and our partners in Low Carbon Oxford to promote travel plans with organisations across the city.

6. Continue to work with the County and bus operators to reduce bus emissions further, supporting the tightening of emission standards in contracted services and enforcement of the anti-idling policy following implementation of the LEZ.

7. Promote the uptake of electric vehicles by working with our partners to install electric vehicle recharging infrastructure.

9. Continue to develop low emission and zero emission vehicles in our own fleet, and seek opportunities to increase the Council's electric vehicle car-pool.

10. Promote the development of low and zero emission car clubs schemes in the city.

11. Work with our Low Carbon Oxford Pathfinders to support the introduction of low emission vehicle into their fleets.

12. Support eco-driving through inclusion of eco-driving information in the Low Carbon Hub and other travel information services, and where possible look to support eco-driving schemes with for example taxi companies.

14. Exploring the options available for freight consolidation and management and other schemes to reduce the amount of freight vehicles operating in the city. We will also consider low and zero emission vehicles in relation to the final delivery leg of any such consolidation schemes.

15. Seek to establish a freight quality partnership to promote Eco-driving and anti-idling policies with operators in the city.

16. Support the development of Delivery and Servicing Plans (DSPs) with business across the city to further reduce unnecessary freight movements. The development of such DSP's will need to consider integration with work emerging on freight consolidation.

17. Ensure that transport and environmental impact assessments for new developments are adequate to determine what levels of mitigation may be required to offset potential increases in transport activity and emissions.

18. Explore opportunities to develop policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and plans, including strategic monitoring and assessment activities.

19. Seek to ensure that stretching targets are set within travel plans for new developments, and that all new developments are encouraged to adopt Delivery and Servicing Plans to reduce freight movements.

20.   Seek to ensure that new developments make appropriate provision for walking, cycling, public transport and low emission vehicle infrastructure e.g. EV charging points.

23.   Develop a low emission vehicle hierarchy to guide the procurement of vehicles within our fleet.

25.   Maintain and develop our staff travel plan and complement this with Delivery and Servicing Plans (DSP) for key Council sites such as Town Hall.

26.   Roll out eco-driving training for our staff.

In addition we have been seeking opportunities to engage with Public Health colleagues on air quality. We have presented to the Oxfordshire Health Improvement Board on air quality across the county and the roles and responsibilities of public bodies in relation to it. The Board has requested annual updates on developments in air quality, which should link in to the Public Health Outcome Framework $PM_{2.5}$ indicator. We have also been working in partnership with Oxfordshire County Council to ensure that air quality is given the necessary attention in the development of the Joint Strategic Needs Assessment.

3   Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

Oxford City Council undertook automatic (continuous) monitoring at 3 sites during 2015. Table A.1 in Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites are provided on the Oxfordshire Air Quality Group website (https://oxfordshire.air-quality.info/). Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix B.

3.1.2 Non-Automatic Monitoring Sites

Oxford City Council undertook non- automatic (passive) monitoring of NO_2 at 70 sites during 2015. Table A.2 in Appendix A shows the details of the sites. This represents a significant increase in the level of monitoring from the 48 locations previously used. The current level of non-automatic monitoring is planned to continue for the foreseeable future.

Maps showing the location of the monitoring sites are provided on the Oxfordshire Air Quality Group website (https://oxfordshire.air-quality.info/). Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment for the diffusion tubes are included in Appendix B.

For the purposes of deciding which locations are significant, we consider in the first instance locations where there is relevant public exposure. It is important that assessments focus on locations where members of the public are likely to be regularly present for a period of time appropriate to the averaging period of the objective.

Approximately half of the monitoring locations are within central Oxford at locations where we believe relevant exposure is most likely to be significant. The remainder are used outside of the central area, again being prioritised by locations where relevant exposure is most likely.

Practically speaking we cannot monitor at every location on a continuous basis. To make most efficient use of our resources we rotate a number of monitoring sites every year, ensuring such sites are covered on average every 2 to 3 years.

One important aspect of monitoring is that we are able to demonstrate trends in air quality over long time periods. In order to carry this out, we continue monitoring at a number of the same sites year on year, so that the results we report can provide a strong basis for showing trends that are independent of location.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for "annualisation" and bias. Further details on adjustments are provided in Appendix B.

3.2.1 Nitrogen Dioxide (NO$_2$)

Table A.3 in Appendix A compares the ratified and adjusted monitored NO_2 annual mean concentrations for the past 5 years with the air quality objective of 40μg/m^3.

Table A.4 in Appendix A compares the ratified continuous monitored NO_2 hourly mean concentrations for the past 5 years with the air quality objective of $200\mu g/m^3$, not to be exceeded more than 18 times per year.

The annual mean air quality objective was exceeded at 25 of the 70 diffusion tube monitoring locations across the city. All of these exceedances were within the existing AQMA.

- The most significant area of exceedances continues to be the city centre.

- Ten year trends from our data collection and analysis show that NO_2 levels have dropped by typically 35% at roadsides in the city centre.

- No exceedances were measured at the Green Road roundabout.

- There was one measured exceedance among the 8 monitoring locations in Headington centre.

- There was one exceedance recorded among the 6 monitoring locations along Botley Road.

The graph below shows the long term trend in levels of NO_2. It is apparent that there has been a significant downward trend in measured levels of NO_2 at both the St Aldate's and the High Street monitoring stations. These locations continue to show decreases in measured levels of NO_2, following previous years (2009-2012) of recorded increases. However, levels measured at both of these locations continue to exceed the annual mean objective.

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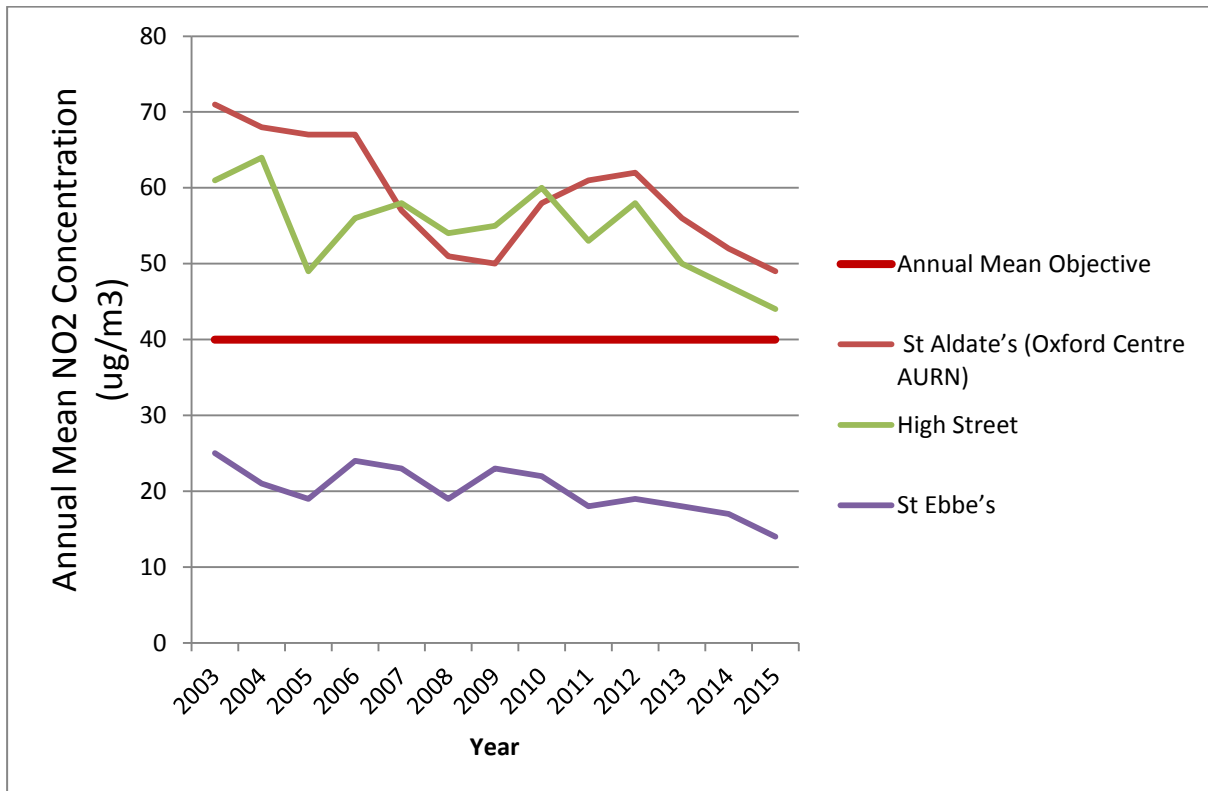
Figure 3.1 – Long Term Trends in Annual Mean Measurements at Continuous Monitoring Stations

The graph below shows the long term trend for levels of measured of NO_2 at a number of diffusion tube monitoring locations. It is apparent that there has been a significant downward trend in measured levels of NO_2 at most of these locations. Ten year trends from our data collection and analysis show that nitrogen dioxide (NO2) levels have dropped by typically 35% at roadsides in the city centre. However, as highlighted above, the annual mean objective was still exceeded at 25 of the 70 monitoring locations.

In 2015 we saw small increases in measured levels of NO_2. In general, these were associated with locations were traffic and congestion levels were influenced by events such as long term road works, particularly around Frideswide Square and routes leading to and from it. It is anticipated that these increases will be short term.
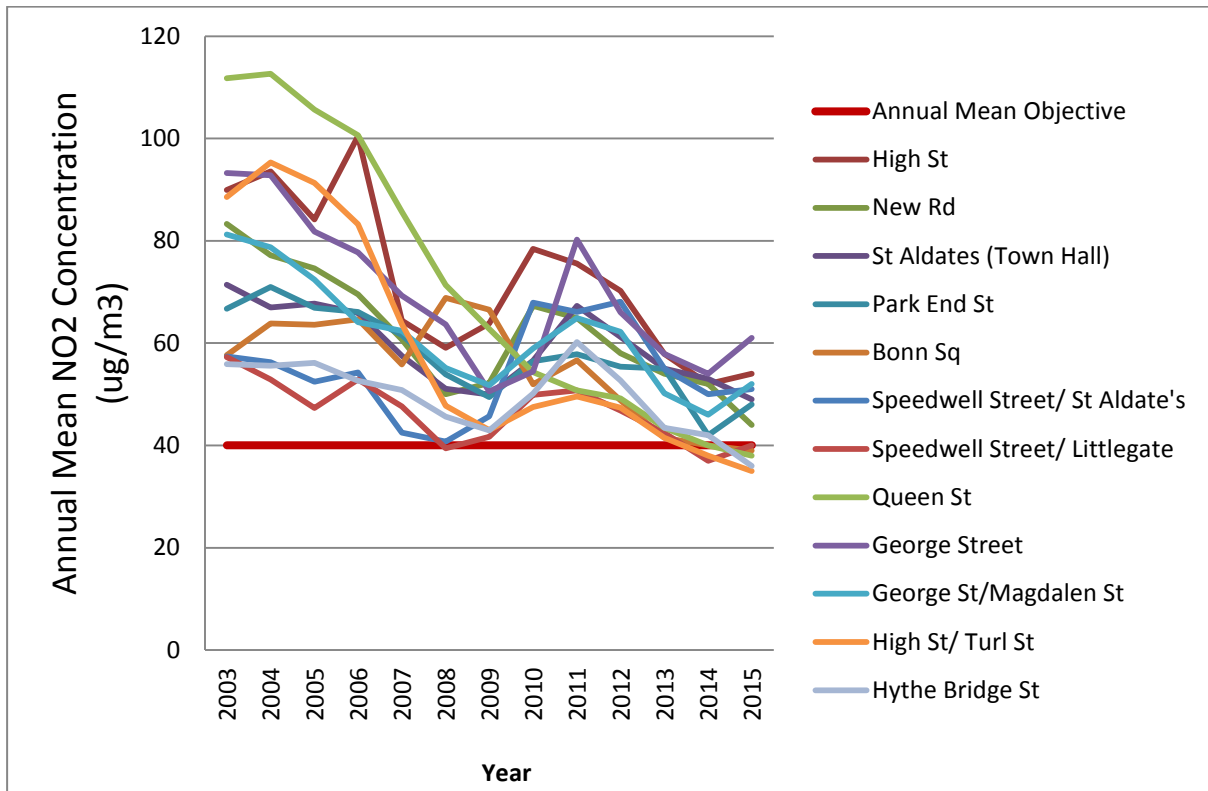
Figure 3.2 – Long Term Trends in Annual Mean Measurements at Diffusion Tube Monitoring Locations

3.2.2   Particulate Matter (PM$_{10}$)

Table A.5 in Appendix A compares the ratified and adjusted monitored PM_{10} annual mean concentrations for the past 5 years with the air quality objective of $40\mu g/m^3$.

The measured annual means were $21\mu g/m^3$ on the High Street and $13\mu g/m^3$ at St Ebbe's. These are well within the objectives.

Table A.6 in Appendix A compares the ratified continuous monitored PM_{10} daily mean concentrations for the past 5 years with the air quality objective of $50\mu g/m^3$, not to be exceeded more than 35 times per year.

There were 6 exceedances of the daily mean at St Ebbe's and 1 on the High Street.There were no exceedances of the air quality objectives for $PM_{10.}$

3.2.3   Particulate Matter (PM2.5)

Table A.7 in Appendix A presents the ratified and adjusted monitored $PM_{2.5}$ annual mean concentrations for the past 5 years.

The measured annual mean for $PM_{2.5}$ was 10µg/m^3. This compares to an annual mean of 14µg/m^3 measured in 2010.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) [1]	Distance to kerb of nearest road (m) [2]	Inlet Height (m)
CM1	St Aldate's (Oxford Centre AURN)	Roadside	451355	206155	NO_2	Y	Chemiluminescent	1	3	2.5
CM2	High Street	Roadside	451677	206272	NO_2 PM_{10}	Y	Chemiluminescent; Conventional TEOM Gravimetric Equivalent	1	2	1.5
CM3	St Ebbe's	Urban background	451168	205382	NO_2; PM_{10}; $PM_{2.5}$; O_3	Y	Chemiluminescent; FDMS; FDMS; UV absorption	10	2	2.5

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

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Table A.2 – Details of Non-Automatic Monitoring Sites

Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) [1]	Distance to kerb of nearest road (m) [2]	Tube collocated with a Continuous Analyser?	Height (m)
St Ebbe's	Urban Background	451168	205382	NO2	Y	0	3	Y	3
Roadsign by 10 Weirs Lane	Roadside	451907	204214	NO2	Y	0	2	N	3
Weirs Lane/Abingdon Road Lamp Post 1	Roadside	451922	204203	NO2	Y	2	2	N	3
Lamp Post 52 Abingdon Road	Roadside	451912	204156	NO2	Y	3	2	N	3
Lenthall Road Allotments	Urban Background	452741	203533	NO2	Y	5	N/A	N	1.5
4 The Roundway	Roadside	455601	207380	NO2	Y	0	5	N	3
North Way Lamp Post 9	Roadside	455405	207569	NO2	Y	0	1	N	3
North Way/ Barton Village Road Lamp Post 20	Roadside	455114	207799	NO2	Y	0	0.5	N	3
29 Green Road	Roadside	455595	207315	NO2	Y	0	8.5	N	2.5
67 Green Road	Roadside	455650	207175	NO2	Y	5	2	N	3
Windmill Road E Lamp Post 7	Roadside	454688	206850	NO2	Y	0	2	N	3
Windmill Road E Lamp Post 5	Roadside	454623	206987	NO2	Y	0	2	N	3
Windmill Road W Lamp Post 4	Roadside	454629	206942	NO2	Y	0	2	N	3
Windmill Road W	Roadside	454555	207096	NO2	Y	0	2.5	N	3
London Road / BHF	Roadside	454420	207021	NO2	Y	0	2.5	N	3
London Road / Osler Road	Roadside	454379	207056	NO2	Y	0	1	N	3
London Road - Andrews	Roadside	454519	207132	NO2	Y	0	3	N	3

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Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) [1]	Distance to kerb of nearest road (m) [2]	Tube collocated with a Continuous Analyser?	Height (m)
Estate Agents									
London Road /Holyoake Road	Kerbside	454630	207147	NO2	Y	0	0.5	N	3
Barton Lane Lamp post 2	Roadside	454954	207758	NO2	Y	3	1	N	3
Foxwell Drive Lamp Post 4	Roadside	453785	208376	NO2	Y	2	1	N	3
Marsh Lane/ Dents Close Lamp Post 1	Roadside	453785	208289	NO2	Y	3	2	N	3
York Place	Kerbside	452328	206016	NO2	Y	0	2	N	3
St Clements	Kerbside	452322	205990	NO2	Y	1	1	N	3
Osney Lane/ Hollybush Row	Kerbside	450671	206055	NO2	Y	2	2	N	3
Beckett Street	Roadside	450565	206217	NO2	Y	5	2	N	3
Frideswide Square	Kerbside	450642	206241	NO2	Y	0	1	N	3
Royal Oxford Hotel	Roadside	450673	206265	NO2	Y	0	2.5	N	3
Botley Road/ Mill Street	Roadside	450392	206228	NO2	Y	1	1	N	3
Abbey Road corner	Roadside	450352	206241	NO2	Y	0	1	N	3
Botley Road/ Hillview Road	Roadside	450016	206204	NO2	Y	1	2	N	3
Botley Road South (Corner of Duke Street)	Roadside	449656	206223	NO2	Y	0	2	N	3
Botley Road N (Corner of prestwich place)	Roadside	449659	206241	NO2	Y	0	2	N	3
Duke Street	Urban Background	449653	206158	NO2	Y	0	1	N	3
Pear Tree Park & Ride	Roadside	449515	210720	NO2	Y	10	4	N	3
BP Service Station Woodstock Road	Kerbside	449592	210219	NO2	Y	5	5	N	3
Wolvercote roundabout -	Roadside	449828	210209	NO2	Y	1	1	N	3

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Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) [1]	Distance to kerb of nearest road (m) [2]	Tube collocated with a Continuous Analyser?	Height (m)
78 Sunderland Avenue									
Sunderland Avenue West	Roadside	449810	210164	NO2	Y	1	1	N	3
Sunderland Avenue/ Cutteslowe Roundabout	Roadside	450468	210227	NO2	Y	1	2	N	3
Banbury Road/ Cutteslowe Roundabout	Roadside	450378	210224	NO2	Y	5	2	N	3
Corner of South Parade/ Banbury Road	Roadside	450759	209156	NO2	Y	0	1	N	3
Folly Bridge	Roadside	451429	205567	NO2	Y	0	1	N	3
St Aldate's	Roadside	451355	206155	NO2	Y	0	2	Y	2.5
Queen Street	Roadside	451269	206143	NO2	Y	0	2	N	3
Bonn Square	Roadside	451202	206128	NO2	Y	0	3	N	3
New Road	Roadside	451066	206195	NO2	Y	2	3.5	N	3
Park End Street	Kerbside	450883	206276	NO2	Y	2	1	N	3
Hythe Bridge Street	Roadside	450793	206343	NO2	Y	0	2	N	3
Worcester Street	Roadside	450940	206419	NO2	Y	2	2	N	3
Beaumont Street	Kerbside	451168	206519	NO2	Y	2	1	N	3
George Street/ Magdalen Street	Kerbside	451232	206392	NO2	Y	2	0.5	N	3
George Street	Kerbside	450967	206343	NO2	Y	0	0.5	N	3
Cornmarket street	Urban centre	451325	206230	NO2	Y	0	2	N	3
High Street/ Turl Street	Roadside	451465	206222	NO2	Y	1	2.5	N	3
50 High Street	Roadside	451900	206251	NO2	Y	0	2.5	N	3
Longwall Street	Kerbside	451967	206259	NO2	Y	1	1	N	3
Magdalen Bridge	Roadside	452111	206111	NO2	Y	0	2	N	3
High Street	Kerbside	451574	206231	NO2	Y	2	1	N	3
Speedwell Street/ St	Roadside	451409	205809	NO2	Y	1	3	N	3

Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) [1]	Distance to kerb of nearest road (m) [2]	Tube collocated with a Continuous Analyser?	Height (m)
Aldate's									
Thames Street	Roadside	451305	205659	NO2	Y	1	3	N	3
New Butterwyke Place/ Thames Street	Roadside	451255	205695	NO2	Y	5	2	N	3
Friars Wharf	Roadside	451209	205706	NO2	Y	0	3	N	3
1 Blackfriars Road	Roadside	451072	205750	NO2	Y	0	3	N	3
Thames Street/ Trinity Street	Roadside	450926	205797	NO2	Y	0	10	N	3
Thames Street/ Oxpens Road	Kerbside	450887	205825	NO2	Y	0	1	N	3
Speedwell Street/ Littlegate	Roadside	451206	205780	NO2	Y	1	2	N	3
36 Faulkner Street	Urban Background	451149	205859	NO2	Y	1	20	N	3
Old Greyfriars Street	Roadside	451149	205947	NO2	Y	5	5	N	3
Norfolk Street	Roadside	451030	205962	NO2	Y	0	1.5	N	3
Paradise Square	Roadside	450982	205973	NO2	Y	0	1	N	3
Castle Street	Roadside	451062	206067	NO2	Y	0	1.5	N	3

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.

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Table A.3 – Annual Mean NO₂ Monitoring Results

Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO₂ Annual Mean Concentration (µg/m³) [3]				
					2011	2012	2013	2014	2015
CM1	St Aldate's (Oxford Centre AURN)	Automatic	99.03	99.03	<u>**61**</u>	<u>**62**</u>	**56**	**52**	**49**
CM2	High Street	Automatic	98.29	98.29	**53**	**58**	**50**	**47**	**44**
CM3	St Ebbe's	Automatic	97.64	97.64	18	19	18	17	14
	St Ebbe's	Diffusion Tube	100	100	21	22	20	17	16
	Roadsign by 10 Weirs Lane	Diffusion Tube	92	92	NM	NM	29	31	30
	Weirs Lane/Abingdon Road Lamp Post 1	Diffusion Tube	100	100	NM	NM	35	35	39
	Lamp Post 52 Abingdon Road	Diffusion Tube	92	92	NM	NM	**40**	37	**42**
	Lenthall Road Allotments	Diffusion Tube	92	92	21	19	20	13	15
	4 The Roundway	Diffusion Tube	100	100	**45**	**43**	37	32	32
	North Way Lamp Post 9	Diffusion Tube	100	100	NM	NM	NM	NM	30
	North Way/ Barton Village Road Lamp Post 20	Diffusion Tube	100	100	NM	NM	NM	NM	30
	29 Green Road	Diffusion Tube	83	83	**43**	**40**	34	30	29
	67 Green Road	Diffusion Tube	92	92	**46**	**46**	36	33	34
	Windmill Road E Lamp Post 7	Diffusion Tube	100	100	NM	NM	NM	32	29

Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO$_2$ Annual Mean Concentration (µg/m^3) [3]				
					2011	2012	2013	2014	2015
	Windmill Road E Lamp Post 5	Diffusion Tube	100	100	NM	NM	NM	25	26
	Windmill Road W Lamp Post 4	Diffusion Tube	100	100	NM	NM	NM	30	31
	Windmill Road W	Diffusion Tube	100	100	NM	NM	NM	**40**	**44**
	London Road / BHF	Diffusion Tube	100	100	NM	NM	NM	36	34
	London Road / Osler Road	Diffusion Tube	100	100	NM	NM	NM	31	34
	London Road - Andrews Estate Agents	Diffusion Tube	83	83	NM	NM	NM	31	29
	London Road /Holyoake Road	Diffusion Tube	25	25	NM	NM	NM	31	30
	Barton Lane Lamp post 2	Diffusion Tube	93	93	NM	NM	NM	NM	31
	Foxwell Drive Lamp Post 4	Diffusion Tube	100	100	NM	NM	NM	NM	22
	Marsh Lane/ Dents Close Lamp Post 1	Diffusion Tube	100	100	NM	NM	NM	NM	20
	York Place	Diffusion Tube	100	100	**50**	39	31	32	30
	St Clements	Diffusion Tube	100	100	**85**	**85**	**70**	**65**	**67**
	Osney Lane/ Hollybush Row	Diffusion Tube	100	100	**40**	35	33	28	32
	Beckett Street	Diffusion Tube	83	83	37	36	36	30	33
	Frideswide Square	Diffusion Tube	50	50	**71**	**64**	**55**	**50**	**52**
	Royal Oxford Hotel	Diffusion Tube	83	83	**57**	**50**	**47**	**41**	**40**
	Botley Road/	Diffusion Tube	100	100	NM	NM	NM	NM	28

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Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO$_2$ Annual Mean Concentration (µg/m^3) [3]				
					2011	2012	2013	2014	2015
	Mill Street								
	Abbey Road corner	Diffusion Tube	100	100	38	36	NM	NM	28
	Botley Road/ Hillview Road	Diffusion Tube	92	92	37	34	NM	NM	**40**
	Botley Road South (Corner of Duke Street)	Diffusion Tube	100	100	**44**	39	NM	NM	34
	Botley Road N (Corner of prestwich place)	Diffusion Tube	100	100	**40**	36	NM	NM	29
	Duke Street	Diffusion Tube	100	100	NM	NM	NM	NM	20
	Pear Tree Park & Ride	Diffusion Tube	100	100	NM	NM	NM	NM	38
	BP Service Station Woodstock Road	Diffusion Tube	83	83	NM	NM	NM	NM	**44**
	Wolvercote roundabout - 78 Sunderland Avenue	Diffusion Tube	100	100	**40**	33	NM	NM	39
	Sunderland Avenue West	Diffusion Tube	75	75	**45**	**43**	NM	NM	34
	Sunderland Avenue/ Cutteslowe Roundabout	Diffusion Tube	75	75	**46**	38	NM	NM	**42**
	Banbury Road/ Cutteslowe Roundabout	Diffusion Tube	83	83	**45**	39	NM	NM	**40**

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Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO$_2$ Annual Mean Concentration (µg/m^3) [3]				
					2011	2012	2013	2014	2015
	Corner of South Parade/ Banbury Road	Diffusion Tube	83	83	NM	NM	NM	NM	25
	Folly Bridge	Diffusion Tube	100	100	NM	NM	NM	NM	**40**
	St Aldate's	Diffusion Tube	100	100	**67**	**61**	**55**	**53**	**49**
	Queen Street	Diffusion Tube	100	100	**51**	**49**	**43**	**40**	38
	Bonn Square	Diffusion Tube	100	100	**57**	**49**	**41**	**40**	39
	New Road	Diffusion Tube	92	92	**65**	**58**	**54**	**47**	**44**
	Park End Street	Diffusion Tube	100	100	**58**	**55**	**55**	**42**	**48**
	Hythe Bridge Street	Diffusion Tube	92	92	**60**	**53**	**43**	**42**	36
	Worcester Street	Diffusion Tube	83	83	**66**	**64**	**54**	**52**	**50**
	Beaumont Street	Diffusion Tube	92	92	**57**	**49**	**42**	**43**	**44**
	George Street/ Magdalen Street	Diffusion Tube	100	100	**65**	**62**	**50**	**46**	**52**
	George Street	Diffusion Tube	83	83	**80**	**66**	**58**	**54**	**61**
	Cornmarket street	Diffusion Tube	100	100	**42**	34	29	29	31
	High Street/ Turl Street	Diffusion Tube	100	100	**50**	**47**	**41**	38	35
	50 High Street	Diffusion Tube	92	92	**66**	**65**	**56**	**47**	**45**
	Longwall Street	Diffusion Tube	83	83	**75**	**63**	**53**	**50**	**50**
	Magdalen Bridge	Diffusion Tube	100	100	NM	NM	NM	NM	27
	High Street	Diffusion Tube	100	100	**76**	**70**	**58**	**52**	**54**
	Speedwell Street/ St Aldate's	Diffusion Tube	92	92	**66**	**68**	**55**	**50**	**51**
	Thames Street	Diffusion Tube	75	75	**45**	**43**	**44**	28	30

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Site ID	Site Name	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO$_2$ Annual Mean Concentration (µg/m^3) [3]				
					2011	2012	2013	2014	2015
	New Butterwyke Place/ Thames Street	Diffusion Tube	100	100	**40**	37	35	**44**	38
	Friars Wharf	Diffusion Tube	100	100	NM	NM	NM	25	25
	1 Blackfriars Road	Diffusion Tube	92	92	NM	NM	NM	NM	26
	Thames Street/ Trinity Street	Diffusion Tube	100	100	26	23	22	19	20
	Thames Street/ Oxpens Road	Diffusion Tube	100	100	34	32	31	27	27
	Speedwell Street/ Littlegate	Diffusion Tube	92	92	**51**	**47**	**42**	37	**40**
	36 Faulkner Street	Diffusion Tube	100	100	**43**	39	32	34	30
	Old Greyfriars Street	Diffusion Tube	58	58	NM	NM	NM	NM	26
	Norfolk Street	Diffusion Tube	100	100	NM	NM	NM	23	30
	Paradise Square	Diffusion Tube	100	100	NM	NM	NM	29	24
	Castle Street	Diffusion Tube	100	100	NM	NM	NM	**42**	**47**

Notes: Exceedances of the NO$_2$ annual mean objective of 40µg/m^3 are shown in **bold**.

NO$_2$ annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO$_2$ 1-hour mean objective are shown in **<u>bold and underlined.</u>**

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) Means for diffusion tubes have been corrected for bias. All means have been "annualised" as per Technical Guidance LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix B for details.

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Table A.4 – 1-Hour Mean NO$_2$ Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	NO$_2$ 1-Hour Means > 200µg/m^3 [3]				
					2011	2012	2013	2014	2015
CM1	Roadside	Automatic	99.03	99.03	**35**	**55**	11	0	2
CM2	Roadside	Automatic	98.29	98.29	3	3	1	0	0
CM3	Urban Background	Automatic	97.64	97.64	0	3	0	0	0

Notes: Exceedances of the NO$_2$ 1-hour mean objective (200µg/m^3 not to be exceeded more than 18 times/year) are shown in **bold.**

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 90%, the 99.8th percentile of 1-hour means is provided in brackets.

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Table A.5 – Annual Mean PM$_{10}$ Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	PM$_{10}$ Annual Mean Concentration (µg/m^3) [3]				
				2011	2012	2013	2014	2015
CM2	Roadside	94.29	94.29	23	22	24	22	21
CM3	Urban Background	88.93	88.93	17	17	20	15	13

Notes: Exceedances of the PM$_{10}$ annual mean objective of 40µg/m^3 are shown in **bold.**

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been "annualised" as per Technical Guidance LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix B for details.

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Table A.6 – 24-Hour Mean PM$_{10}$ Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2015 (%) (2)	PM$_{10}$ 24-Hour Means > 50µg/m^{3} (3)				
				2011	2012	2013	2014	2015
CM2	Roadside	94.29	94.29	1	3	0	0	1
CM3	Urban Background	88.93	88.93	5	5	5	0	6

Notes: Exceedances of the PM$_{10}$ 24-hour mean objective (50µg/m^{3} not to be exceeded more than 35 times/year) are shown in **bold.**

(1) data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 90%, the 90.4th percentile of 24-hour means is provided in brackets.

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Table A.7 – PM$_{2.5}$ Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) [1]	Valid Data Capture 2015 (%) [2]	PM$_{2.5}$ Annual Mean Concentration (µg/m^3) [3]				
				2011	2012	2013	2014	2015
CM3	Urban Background	89.62	89.62	12	12	14	10	10

Notes:

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been "annualised" as per Technical Guidance LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix B for details.

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Appendix B: Supporting Technical Information / Air Quality Monitoring Data QA/QC

Automatic Monitoring Sites

Oxford City Council currently operates three continuous monitoring sites. All routine calibration and maintenance is carried out and recorded in accordance with manufacturers' and Automated Urban Monitoring Network site operators' manuals.

Instrument drift is routinely checked by: -

- a daily internal instrument calibration which is carried out automatically using an electronic calibration check,

- every two weeks a manual external instrument calibration is carried out by Oxford City Council using gas cylinders that can be traced back to reference standards for each pollutant,

- every six months an audit of instrument response is carried out by an external organisation using independent gas calibration standards.

The above checks enable data to be examined subsequently for instrument drift, which is expected, or for faulty data which is usually not expected. Instrument drift is routinely adjusted by means of the 2 weekly external gas calibrations. Scaled data is calculated using the gas calibrations for each analyser.

Data from the continuous monitoring sites is collected and independently validated by Riccardo-AEA.

A dedicated supporting unit is also employed for each site, responding to equipment breakdowns and scheduled maintenance and servicing.

Particulate monitoring data is either FDMS (requires no correction), or has been subject to a gravimetric correction as detailed within the report.

Non-Automatic Monitoring Sites

Diffusion tubes are supplied and analysed by an accredited laboratory (South Yorkshire Air Quality Samplers), using the 50% TEA in Acetone method.

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The laboratory is subject to quality assurance testing as part of their accreditation. This involves an independent comparison to other laboratories. The results of inter-comparisons are available for scrutiny.

A bias correction factor can be applied to diffusion tube results to account for laboratory bias and to correct to continuous monitoring results. Oxford City Council carries out a co-location study annually, and has used the results to calculate a locally derived bias adjustment factor for each separate year studied.

In 2015 the bias correction factor derived from the local co-location study was 0.94. The national bias correction factor was 0.84. It is considered most appropriate to use the locally derived factor as this represents the more conservative approach and is considered to be more representative of the local situation.

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Appendix C: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective[4]	
	Concentration	Measured as
Nitrogen Dioxide (NO$_2$)	200 µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m^3	Annual mean
Particulate Matter (PM$_{10}$)	50 µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m^3	Annual mean
Sulphur Dioxide (SO$_2$)	350 µg/m^3, not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m^3, not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m^3, not to be exceeded more than 35 times a year	15-minute mean

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[4] The units are in microgrammes of pollutant per cubic metre of air (µg/m^3).

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Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
DSP	Delivery and Servicing Plan
EU	European Union
EV	Electric Vehicle
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
LTP	Local Transport Plan
LEZ	Low Emission Zone
NO_2	Nitrogen Dioxide
NO_x	Nitrogen Oxides
OCC	Oxford City Council
PM_{10}	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
$PM_{2.5}$	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO_2	Sulphur Dioxide

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Air Quality Monitoring In Oxford – Factsheet

Background

1. Oxford, in common with many urban areas throughout the United Kingdom is subject to poor air quality particularly close to concentrations of road traffic.

2. An Air Quality Management Area (AQMA) for the whole of Oxford was declared in 2010 due to high levels of nitrogen dioxide (NO_2). This city-wide AQMA incorporated existing local AQMAs declared in 2001 and 2005.

Why We Monitor

3. Oxford City Council monitors air quality because we have a statutory duty to review local air quality in Oxford. The results are used to assess air pollution in relation to guidelines and objectives that are set by the European Union and the UK Government.

4. Monitoring data provides the basis for all our work on assessment of local air quality:
   - It gives an indication of where we have a problem with pollution;
   - It provides a measure of how much of a pollution problem we have in relation to limits;
   - It tells us whether air quality is improving;
   - It gives an indication of what measures are most effective to reduce pollution; and
   - It provides a background picture when new developments are considered

5. Our strategy for air quality monitoring began in 1995 when forty diffusion tubes were positioned at locations in the city centre, to monitor for nitrogen dioxide. The formal process of local air quality management in Oxford has been taking place since 1999.

What We Monitor

Nitrogen Dioxide (NO_2)

6. NO_2 is associated with adverse effects on human health. At high levels NO_2 causes inflammation of the airways. Long term exposure may affect lung function and respiratory symptoms. NO_2 also enhances the response to allergens in sensitive individuals. Regulations set objectives for long and short term exposure and exceedences of these objectives are reported to Defra annually.

Particulate Matter

7. Both short-term and long-term exposure to ambient levels of particulate matter (PM10 and PM2.5) is consistently associated with respiratory and cardiovascular illness and mortality as well as other ill-health effects. The associations are believed to be causal. It is not currently possible to discern a threshold concentration below which there are no effects on the whole population's health.

Ozone

8. Exposure to high concentrations of ozone may cause irritation to eyes and nose. Very high levels can damage airways leading to inflammatory reactions. Ozone reduces lung function and increases incidence of respiratory symptoms, respiratory hospital admissions and mortality.

How We Monitor

Continuous Monitors

9. We have three continuous monitoring stations located in the city. Continuous monitors are accurate and provide real time, high definition, hourly data.

10. Continuous monitoring stations require mains power and must be situated in a building or enclosure so options for location are limited and moving monitoring stations requires significant planning and entails considerable costs.

Site	Installation date	Pollutants Monitored
Oxford Centre, St Aldate's (kerbside)	November 1997	Nitrogen dioxide
St Ebbe's (urban background)	July 1997	Nitrogen dioxide, PM10, Ozone, PM 2.5 (from 2009)
Oxford High Street (kerbside)	July 2003	Nitrogen dioxide PM10

Air Quality Monitoring In Oxford – Factsheet

Diffusion Tubes

11. Diffusion tubes consist of a plastic tube, two stainless steel grids, and two end caps. The grids are soaked with a chemical that absorbs nitrogen dioxide which can be analysed in an approved laboratory after exposure. They are positioned close to the roadside often on lampposts and are changed monthly.

12. Diffusion tubes are very cost-effective and provide a monthly average pollution concentration at the location where they are exposed. Continuous monitoring is more accurate and provides hourly data throughout the year. However, continuous monitoring is significantly more expensive than using diffusion tubes.

How We Chose Where to Monitor

13. The aim from the outset has been to establish locations within the city where objectives may be exceeded, and to determine to what extent the objectives are exceeded by.

14. For the purposes of deciding which locations are significant, we consider in the first instance locations where there is relevant public exposure. The regulations make clear that likely exceedences of the objectives should be assessed in relation to "the quality of the air at locations which are situated outside of buildings or other natural or man-made structures, above or below ground, and where members of the public are regularly present". It is important that assessments focus on locations where members of the public are likely to be regularly present for a period of time appropriate to the averaging period of the objective.

15. We maintain forty to seventy monitoring points at any one time, and have monitored at approximately one hundred and fifty unique locations across the city over the last twenty years. These locations are shown in Appendix 1. As a result we have established the locations which may exceed the objective.

16. We are currently exposing 75 diffusion tubes for twelve months of the year. Approximately half of this number are deployed within central Oxford at locations where we believe relevant exposure is most likely to be significant. The remainder are used outside of the central area, again being prioritised by locations where relevant exposure is most likely.

17. Practically speaking we cannot monitor at every location on a continuous basis. To make most efficient use of our resources we rotate a number of monitoring sites every year, ensuring such sites are covered on average every 2 to 3 years. As pollution levels are generally falling, the numbers of hot-spot locations are also falling, enabling us to return to these sites on a more frequent basis.

18. One important aspect of monitoring is that we are able to demonstrate trends in air quality over long time periods. In order to carry this out, we continue monitoring at a number of the same sites year on year, so that the results we report can provide a strong basis for showing trends that are independent of location.

19. On the basis that we are required to demonstrate compliance with the air quality objectives, sites that continue to exhibit pollution levels above the objectives are prioritised, whereas sites that fall below objective levels are given a lower priority.

Further Information

We are required to report on progress annually to Defra. These reports are available here:
http://www.oxford.gov.uk/PageRender/decER/Previous_reports_occw.htm

A map showing the location of our monitoring sites and a summary of daily air pollution levels are available here:
http://www.oxford-airwatch.aeat.co.uk/index.php

Air Quality Monitoring In Oxford – Factsheet

Appendix 1
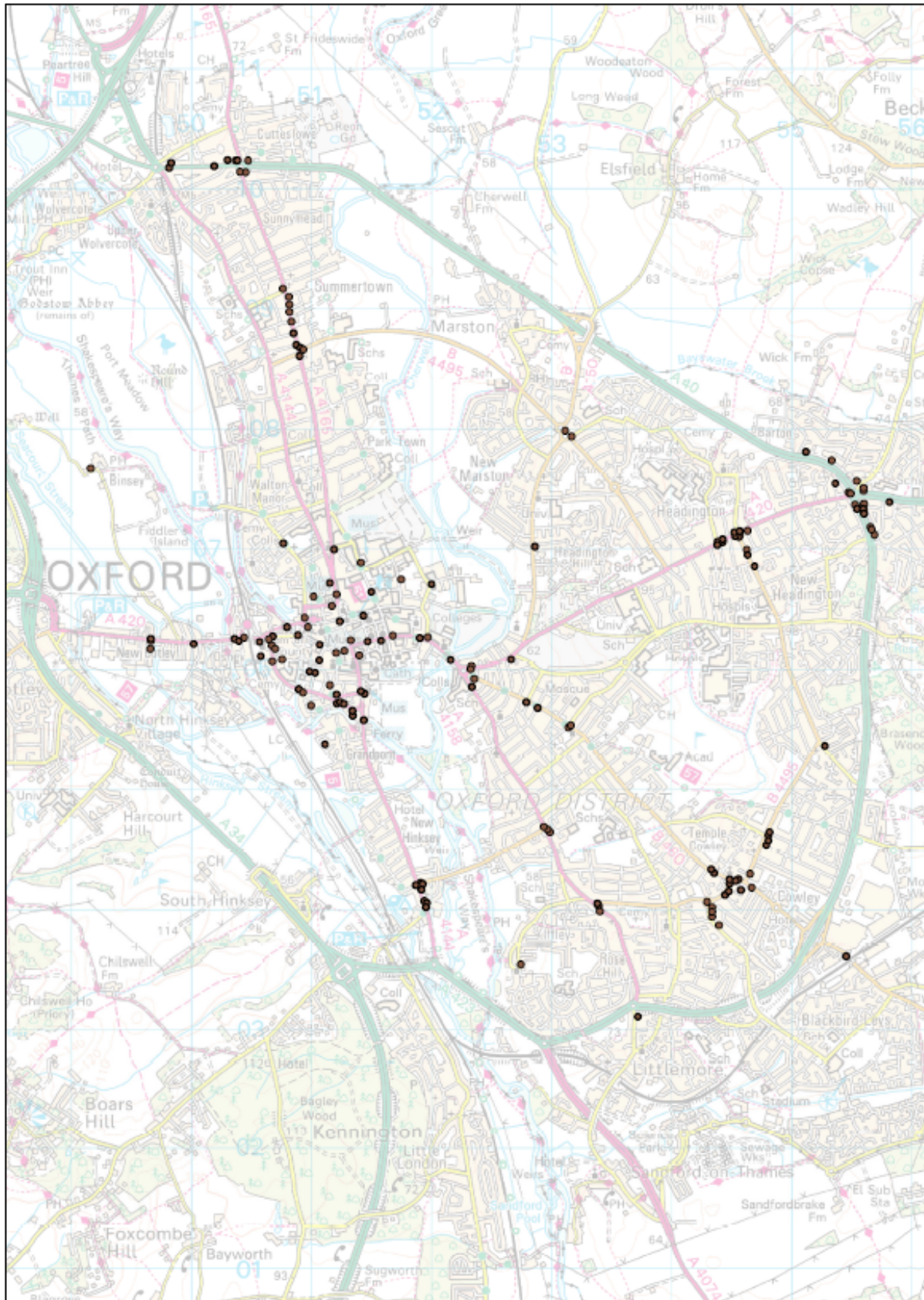
Location of diffusion tube monitoring in Oxford

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**OXFORD
CITY
COUNCIL**

To: Scrutiny Committee

Date: 7 November 2016

Report of: Executive Director for Organisational Development & Corporate Services

Title of Report: A report on the monitoring of Discretionary Housing Payments

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Summary and Recommendations

Purpose of report: To provide an update on the monitoring and expenditure of the Discretionary Housing Payments budget.

Report Approved by:

Finance:
Legal:

Policy Framework: Efficient, Effective Council

Recommendation(s): To note the spend on Discretionary Housing Payments to 30th September 2016

APPENDICES:
Appendix 1 – Data tables
Appendix 2 – Case Studies

INTRODUCTION

1. On 14 April 2016 the City's Executive Board (CEB) agreed a new Discretionary Housing Payment (DHP) policy. This policy was reviewed by the Scrutiny Committee at its meeting of 5 April 2016. CEB agreed that a monitoring report on DHP expenditure should be provided at the end of quarter two of the current year. This report provides the position for the end of September 2016.

2. The aim of the DHP policy is to support people to find long term solutions to the reduction in their benefits. By applying conditions to awards that are made, recipients work towards finding a sustainable solution so they do not require on-going DHP payments in the longer term. The internal process for dealing with DHP's and legislative background has previously been provided to the Committee.

SUMMARY OF EXPENDITURE

3. Oxford City Council's DHP grant for 2015/16 is £376,792, an increase of £88,700 on the 15/16 grant of £288,092. The government grant is based on their assessment of each Local Authority's need, and is not linked to previous levels of expenditure, as it was in previous years. The increase in the government grant is to take into account the impact of the lower Benefit Cap, which is being introduced from 7 November 2016. The Council has made an additional £150,000 available from Homelessness Prevention funding to increase the total amount to £526,792.

4. At the end of September 2016, there had been 181 DHP awards made from 281 applications received from 246 individual customers, resulting in expenditure of £125,123.12. As many of these awards run beyond the end of September the amount of committed expenditure is £151,460. The table below shows the breakdown of these awards by the different welfare reforms, and also shows expenditure for the same period in the last two years.

	2014/15			2015/16			2016/17		
Reason for claim	Apps	Awards	Amount	Apps	Awards	Amount	Apps	Awards	Amount
Benefit Cap	169	155	£166,208.80	58	34	£70,000.60	28	27	£50,315.37
Bedroom Tax	267	223	£47,767.06	111	66	£20,256.95	71	58	£20,147.25
Local Housing Allowance	176	141	£38,812.72	129	77	£44,510.10	120	85	£50,216.07
Combination	3	3	£4,295.22	3	3	£1,174.01	1	0	£0.00
Other*	39	22	£3,410.28	27	15	£8,111.97	26	11	£4,444.43
Totals	654	544	£260,494.08	328	195	£144,053.63	246	181	£125,123.12 *

"Other" relates to cases where the reason for application is not due to the reform of the benefits system.

5. The main reason for the reduced expenditure in the current year is the reduced demand from Benefit Cap customers. Since the Benefit Cap was introduced in 2013, it has affected 252 households in Oxford. However currently, there are only 60 households who are still affected. DHPs have been used effectively to help customers who have been capped, with 84 being supported into work. This has reduced DHP expenditure in this area by over £125,000 for the first six months of the year.

6. Demand for DHPs has also reduced in respect of people affected by the Bedroom Tax. There are currently 572 customers affected by this measure compared to a peak of 724 in 2014/15. The number of awards made to people affected by LHA restrictions has increased. This is because the current freeze in LHA rates means that the proportion of rent covered by Housing Benefit is reducing, placing households under increasing pressure.

7. Although it may look as if there is an underspend in the DHP budget, we anticipate that the lowering of the Benefit Cap from £26,000 to £20,000 will create significant additional demand. On 7 November 2016, the existing 60 cases currently subject to the Benefit Cap, will have the lower cap applied. This will reduce the amount of Housing Benefit these customers receive by a further £116 per week. This will create a potential demand of nearly £150,000 for the remainder of the year. From 5 December 2016, any new cases subject to the new cap will have their Housing Benefit adjusted. Currently we are expecting there will be 273 new cases (although this figure fluctuates due to changes in

circumstances) losing between £0.01 and £116.00 per week. This will potentially create an additional demand of approximately £250,000.

8. If it materialises this potential additional demand (£400,000) would place the DHP budget under significant pressure. However, experience of the initial Benefit Cap was that many people resolved their situation themselves. Many people will be able to find work in the buoyant local labour market, whereas others will find that it is advantageous for a working partner to move in with them, whereas previously it would have reduced their combined income. Using this prior experience as a guide, as well as the existing level of engagement from customers due to be capped, it is estimated that no more than half of this additional demand will materialise. DHP expenditure on other cases should remain broadly in line with the first six months of the year which would result in an annual spend of £400,000.

LONG TERM AWARDS

9. DHP is a short term measure to assist customers whilst they are supported to find sustainable solutions to their Housing Benefit shortfall. However, there are a number of customers who have been in receipt of DHP for longer periods. For example, some people affected by the Benefit Cap are a long way from the job market, with multiple barriers to work, and for some people impacted by the Bedroom Tax, work may not be a realistic option and there is little suitable alternative accommodation. There are 21 households which have been in receipt of DHP for over a year, with 10 of these cases being in receipt of DHP for over two years. This is a significant reduction from the same point last year, when 76 cases had been in receipt of DHP for over a year. This demonstrates the effectiveness of the current DHP policy, and shows that good results can be achieved even with more complex cases. Please see the case studies in Appendix 2 for examples.

DECLINED APPLICATIONS

10. There have been 100 unsuccessful applications so far this year, compared to 133 at the same point last year. The top three reasons for turning an award down are:

1. The customer doesn't have a plan to reduce reliance on DHP.

2. The application doesn't meet the DHP policy criteria.

3. The customer is considered to have the means to meet the shortfall.

In respect of bullet point one above, the DHP policy is clearly explained to customers, and they have a choice whether to accept the support on the terms it is offered. Some choose not to accept it, but they are always able to change their minds and re-engage with us. Bullet point two is where the customer's circumstances fall under section 2.3 of the DHP policy, which are instances where we do not intend to pay DHP unless to do so would strongly support the policy objectives. This would include cases where the tenancy was not affordable when it was taken on, or where a shortfall is due to a deduction in benefit made for another adult who is not a family member. Customers turned down under

bullet point three are judged to be able to afford the shortfall themselves. A full list of reasons why applications are turned down is included in Appendix 1. Where a DHP is turned down, the customer is still offered the same level of support as any other customer.

CONDITIONALITY

11. Nearly every DHP award which is made has one or more conditions attached to it. The conditions which are applied are intended to support the customer to reach a position where they do not require a DHP, and are agreed with the customer by a Council officer.

    The three most common conditions are as follows:

    1. Seek employment

    2. Apply for a benefit

    3. Obtain debt advice

12. A full list of conditions applied to awards this year is included in Appendix 1. Support is always available for customers to meet their conditions, either from Council officers or partner organisations. The number of awards made with no conditions has increased to 23, from 12 at the same point last year. The main reason for this is that a final DHP award is now made for customers moving into work. This can be a financially difficult period as benefits are stopped, but it maybe some time before the first salary payment is received. Supporting this transition increases the likelihood of employment being sustained.

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Background papers: none

Appendix One – DHP Statistics

Conditions applied to DHP awards (1 April 2016 to 30 September 2016)

Conditionality applied:	
Find work	46
Apply for another benefit	28
Debt Advice	23
No Conditions	23
Engage with support service	20
Downsize	18
Pay towards arrears	14
Find cheaper accommodation	13
Prepare for work	13
Seek budgeting advice	5
Other	4
Plan to mitigate need for DHP	4
Sustain Employment	3
Get a lodger	1
Provide information	1

Reasons for turning down DHP applications (1 April 2016 to 30 September 2016)

Reason for refusal	
No long term plan to reduce DHP reliance	21
Doesn't meet DHP policy criteria	16
Means tested shortfall only	12
DHP would not sustain tenancy	10
No HB entitlement	8
No rent shortfall	8
Income exceeds	7
Failed to supply requested information	6
Unwilling to accept conditions of award	3
Didn't satisfy conditions of previous award	2
Home Choice paying top up	2
No longer affected by welfare reform	2
Can now afford shortfall	1
Ineligible rent costs	1
Support offered but without DHP	1

Appendix Two – Case Studies

The names and circumstances of the people in the two case studies below have been changed, to protect their identity.

Laila (and Jasmin)
We met Laila, who has three children and is also a carer, in May 2015. She was in temporary accommodation and the high cost of this accommodation meant she had been benefit capped and was losing more than £25 a week from her housing benefit. We discussed Laila's options and agreed that looking for benefit cap exemption through working tax credit was the way forward, although Laila had no work experience and was not confident with her English. Laila told us she was interested in working in retail, and we referred her to a job club for help finding work. We also gave her a discretionary housing payment (DHP) to cover the housing benefit she had lost due to the benefit cap.
Laila was offered a council tenancy in July, and her lower rent costs meant that she was no longer benefit capped. When we caught up with her in August, she was looking for work experience through volunteering, and was also thinking about working in a school. Although Laila no longer needed a DHP, she agreed to continue working with us with the goal of finding a job.
Over a period of months, we continued to support Laila. We helped her to deal with a housing benefit overpayment, booked her on training courses to work in a school, provided character references to help her to get a voluntary position, and dealt with other enquiries to the council about energy advice and repairs on her behalf. Laila is now volunteering for a charity.
All this helped to build a relationship of trust with Laila, which meant that in February 2016, she asked us to help her daughter Jasmin to find work.
We met with Laila and Jasmin, who is studying for her A-Levels at City of Oxford College, and discussed how to apply for jobs effectively. We helped Jasmin with her CV and covering letter.
When the Oxford Mail held a job fair in Oxford Town Hall, we went with Laila and Jasmin, and coached Jasmin on how to approach employers on the day. She subsequently applied for a vacancy with one of the attending employers, and got the job. Jasmin has now gone through her induction and started working shifts in a restaurant in April.

Bruce
We regularly consult our customers about the service we offer and how we could improve the support we give them. This then forms part of our service planning.
As a result of customer feedback, we are now providing more direct support for customers who are applying for jobs and who need help with job applications and in preparing for job interviews. As moving from benefits into work can be difficult and stressful, we also now offer advice and financial support to make this change as smooth as possible.
Bruce is a council tenant who asked us for help in February 2016. He had recently lost his job and claimed benefits, and he was having to pay a quarter of his rent himself because he was affected by the bedroom tax. He was also struggling with his other bills.

We made Bruce an appointment with a Citizens Advice Oxford money adviser and sent him an application form for a discretionary housing payment (DHP) to help with the bedroom tax.

When Bruce sent in his DHP application, we gave him a ring to discuss what he could do to improve his situation. Bruce told us that he was looking for labouring work and that he was thinking about taking in lodgers so he wouldn't be affected by the bedroom tax any more. He said that he didn't need any help looking for work.

Because Bruce had a plan to cope with the bedroom tax and was getting help with his debts, we agreed to give him a DHP for three months so his rent was paid in full.

Bruce reapplied for DHP in June. His plan to take in lodgers hadn't worked out, so he agreed to meet us for help in looking for work. Bruce told us that he applied for jobs using a CV, so we asked him to bring it to the meeting. We agreed to extend his DHP for another three months.

When we met Bruce, he told us that he only had a paper copy of his CV, and we helped him to set up an account on the National Careers Service website so he could create an electronic CV. We suggested a number of changes Bruce could make to his CV and asked him to get a memory stick so he would always have a portable version.

We met Bruce again a fortnight later and his CV was looking much better. He was worried about how he would cope going back into work on the sort of wages he would probably get, and we advised him that we could help him deal with benefit changes and keep paying his bedroom tax DHP for a while so he wouldn't lose out financially. Bruce told us he was happy with that.

We suggested changes Bruce could make to improve his CV and helped him to create an electronic version. Bruce then found a full time job and we are supporting him to move from benefits back into work

We rang Bruce two weeks later to invite him to the Barton job fair, and he told us that he couldn't talk as he was on a work trial with a landscaping company. We asked him to call us back when he was free. When we hadn't heard from Bruce within a week, we called him again.

Bruce had good and bad news. The bad news was that the work trial hadn't worked out because the landscaping company couldn't offer him enough hours. The good news was that in the meantime he had found a full time job with a different landscaping company.

We congratulated Bruce and asked him to ring Benefits with details of his hours and wages so he wouldn't get a housing benefit overpayment. Bruce has now done this and his claim is waiting to be reassessed.

As long as Bruce continues to get some housing benefit we will keep paying DHP to cover the bedroom tax for a limited period, until he is used to being back in work and is being paid again.

Many of our customers need long term and intensive support to get into or back into work. Bruce shows that sometimes all our customers need is a bit of targeted support at the right time, and the confidence to move off benefits knowing that we can support them to do this as smoothly as possible.

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**OXFORD
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To:	**City Executive Board**
Date:	**17 November 2016**
Report of:	**Head of Business Improvement**
Title of Report:	**Digital Strategy**

Summary and recommendations	
Purpose of report:	To seek approval for a Digital Strategy and its implementation.
Key decision:	Yes
Executive Board Member:	Councillor Susan Brown, Board Member for Customer and Corporate Services
Corporate Priority:	An efficient and effective council
Policy Framework:	None

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

1. Approve the Digital Strategy and associated action plan as set out at Appendices 1 and 2

2. Delegate to the Head of Business Improvement in consultation with the Executive Member for Customer and Corporate Services the annual review of the action plan

Appendices	
Appendix 1	Draft Digital Strategy
Appendix 2	Draft Action Plan
Appendix 3	Local Government Digital Service Standard
Appendix 4	Risk Assessment

Introduction and background

1. Today 86% of adults in the UK are online (93% in Oxfordshire). More people are going online for shopping, banking, information and entertainment because online services tend to be quicker, more convenient and cheaper to use. Public expectations for better online public services are growing.

2. The Government has had a digital strategy since November 2012 which has guided the transformation of its services to being 'digital by default'; ensuring that access

to information is better, that services provided are convenient to customers and more efficient and cost effective to run.

3. The Council's ICT Strategy 2015-18 referenced the need for a more detailed digital strategy to inform and support its ambitions in this area. The ICT strategy itself focuses on infrastructure and process to deliver online services, the proposed digital strategy focuses more on culture and new ways of working to ensure customers remain at the heart of service delivery.

Our progress to date

4. In 2016 the Council achieved full corporate accreditation in Customer Service Excellence, with all services being able to demonstrate how they listen and respond to our customers' needs. Our satisfaction levels with telephone and face-to-face are very high (at 99.2% and 90% respectively for September 2016)

5. We have also made great strides in recent years in improving online services for our customers;

   - We developed a mobile app in March 2015 providing automatic bin collection day reminders, 20 'report it' forms, councillor details, news and access to local planning applications. Over 3,100 reminders are delivered each month.

   - We launched a new website for the Council in January 2016, completely re-writing all its content, improving search results for customers and applying a new design to encourage mobile device use. This receives over 120,000 visits per month.

   - At the same time we launched an improved online housing repairs service for tenants allowing them to choose appointment times and see their repairs history. We are making further improvements to this to allow changing appointments and to include gas servicing.

   - We redesigned our online forms based on user feedback and advice from national experts to improve the customer experience.

   - We have worked to improve accessibility for our online services through improved design, easier to read content and tools that assist people (e.g. Browsealoud, which reads out web page text and can translate into different languages).

   - We have launched new websites for Oxford Town Hall, Direct Services and the District Data service using the approach as our main website, and are working on two replacement sites to launch this year (Oxford Strategic Partnership, Oxford West End).

6. We are starting to see the impact of these recent improvements;

   - More people are contacting us using online channels; our year to date performance for September 2016 was 31.1% of all contact we received representing a 5.4% increase over the same time last year.

   - More people now using mobile devices than desktops to view our website (42% in December 2015 increasing to 50.3% in September 2016)

   - There has been a 4% increase in the number of customers completing our online forms rather than abandoning them midway through.

- We currently deal with over 102,000 online transactions each year, with 184 separate online services made available to customers through our website.

7. To keep pace with increasing customer expectations and to encourage even more online interaction to help reduce costs we need to build on this success and look to national best practice in this area to guide our direction of travel.

Adopting national best practice

8. The Government's digital strategy, and the formation of the Government Digital Service (GDS) to implement it, has had a major impact on the approach to designing and implementing online services in the public sector. Focusing on high-volume transactions (e.g. renewing a tax disc), GDS has used extensive testing to identify approaches that work best for customers through introducing standards, simplifying language and design and adopting project management techniques that have been proven to deliver. It has also championed openness and transparency in how it works to share its learning with others.

9. To date, Local Government has not had the same coordinated approach to online services. However, in April 2016 LocalGovDigital, a sector-led body of digital professionals working in local government, adapted the Government's approach to produce the Local Government Digital Service Standard (appendix 3). This is intended to help local authorities to work together better to solve common problems, improve standards, press digital suppliers to improve their products and offer better services to their customers. Oxford was one of 12 local authorities involved in shaping this Standard, and many of its principles form part of the proposed digital strategy.

Our vision and objectives

10. The proposed Digital Strategy, attached at appendix 1, is formed around five key themes. These have been designed to focus on improved outcomes for customers while addressing the areas that have arisen through internal consultation and data analysis.

11. Our vision is to deliver world class digital services to our customers through;

- Being Digital by Design; making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided

- Promoting inclusion; ensuring everyone has the capability to access and use digital services to do things that can benefit them day-to-day

- Putting the customer in control; enabling our customers to engage with us in ways that best suit them and designing digital services that put customers first.

- Supporting business growth; Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities

- Using collaboration; achieving better outcomes through working together, sharing good practice and making our data open by default

12. An action plan (appendix 2) sets out how the Strategy will be implemented. This will be reviewed annually to ensure that it keeps pace with changes in customer priorities and new developments in the sector.

Financial implications

13. A budget provision of £15,000 for 2017/18 and 2018/19 has been proposed to cover the implementation of the strategy, namely;

    a. Development work to improve the accessibility of our digital services

    b. Development work to focus on improving website satisfaction.

    c. Resourcing customer research and user testing to help us design better digital services.

    d. Supporting a skills and awareness training programme to help with digital inclusion

14. Other projects arising from the Strategy will be funded from within this budgetary provision or from other existing resources. If they cannot be funded from these, new bids will be brought forward as part of the budget process.

Legal issues

15. There are no known legal issues.

Level of risk

16. A completed risk register is attached as appendix 4.

Equalities impact

17. Adoption of this Strategy will have no adverse impacts on equality beyond current policy and practice. Inclusion is a key theme for improvement in the strategy, and the action plan sets out steps to improve this.

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Background Papers: Glossary of terms used

Oxford City Council

Draft Digital Strategy

2016/17

Digital Strategy: Introduction

Why Digital is important

In just over two decades the internet has become a huge part of our everyday lives. Today 86% of adults in the UK are online. More people are using online services for shopping, banking, information and entertainment because they tend to be quicker, more convenient and cheaper to use. Public expectations for better online services from local authorities are growing.

The challenges we face

There has never been a more challenging time for Local Government. Financial constraints are requiring us to reinvent ourselves to be more efficient and effective, while at the same time public expectations are growing, particularly in terms of making it easier to access services and interact with us in a way and at a time which suits them.

Opportunities to change

We are committed to and recognised as delivering excellent service to our customers, putting them at the heart of what we do. We have better information about our customers, their needs and behaviours than ever before that we can use to inform service delivery. Improvements are constantly being made to technology and we have a rich, local community of developers and data analysts we can work with. There are also growing opportunities to collaborate and share with others to improve our services together. The changes we need to make are less about technology, and more about our approach to how we use it to deliver excellent services.

What we aim to achieve

This Strategy sets out how we will meet our challenges and exploit the opportunities open to us. It is formed around five key objectives that articulate what we want to achieve;

Our vision is to deliver world class digital services to our customers by;

- Being **Digital by Design**; Making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided

- Promoting **Inclusion**; Ensuring everyone has the opportunity to access and use digital services to do things that can benefit them day-to-day

- Putting the **Customer in Control**; Enabling our customers to engage with us in ways and at times that best suit them.

- **Supporting Business Growth**; Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities

- Using **Collaboration**; Achieving better outcomes through working together, sharing good practice and making our data open by default

Digital by Design

Making our digital services so good, convenient and easy to use that people make them their first choice and are able to succeed the first time unaided

KEY FACTS

- Over 120,000 visits are made to our website each month, with over half a million page views

- Mobile device users make up over 50% of our online visitors

- Over 102,000 online transactions are made each year by our customers

- 184 online services are available through our website, including 165 online forms

- 76% of our online form submissions come from just 18 forms

- Completion rates for our online forms are around 40%

- In 2015/16, 26.3% of all transactions with the Council were made online. By Sept 2016 this had increased to 31%

Where we are now

The drive to place more Council services online has been part of our Customer Contact Strategy for some time, and we have made great progress to;

- Make access to our services easier

- Improve convenience and reduce waiting

- Be more efficient in dealing with requests

- Meet customer expectations for online services

We have also improved how these online services are presented;

- Our new website went live in January 2016 and is designed for all device types

- We have had a mobile app since 2015 which provides a range of services including bin collection day reminders and 'report it' forms

- The layout of the majority of our forms have been improved as a result of user testing and external advice.

- We have re-written all our web pages in plain English and made them shorter and more focused.

- We are using Google Site Search to improve our customer search experience

How we need to change

There is still significant potential to improve our performance and delivering better digital services. To achieve this step change we need to change the way we work.

We will;

- Ensure that we use a digital first approach when improving or providing new services

- Design our digital services around our customers' needs first, through using excellent research, carrying out user testing and acting on feedback to make further improvements

- Encourage people to turn to digital services while being careful not to exclude those less able to use digital channels

- Improve our project delivery by using the most appropriate project management methods, and give our project teams the responsibility for making key project decisions.

- Ensure we have the capacity, resources and technical flexibility to deliver new and improved digital services

- Identify appropriate performance measures for new digital services to make sure they meet our expectations

- Look for further opportunities to reduce paper to be more efficient and safeguard the environment.

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Inclusion

Ensuring everyone has the capability to access and use digital services to do things that can benefit them day-to-day

KEY FACTS

- Oxford has a low likelihood of overall digital exclusion with only 6.8% of adults in Oxfordshire never having been online

- 69.96% of households in Oxfordshire do not receive 4G mobile data from all providers

- 60% of adults in Oxfordshire have all five Basic Digital Skills, but only 34% have used all five in the last three months.

- Nationally, 80% of government interactions are with the bottom 25% of income earners, who are less likely to be online

- 10% of our callers state they had online access issues

Being digitally capable can make a significant difference to individuals, through being able to cut household bills, find a job, or maintain contact with distant friends and relatives. It can also provide broader benefits, by helping to address wider social and economic issues like reducing isolation and supporting economic growth.

Where we are now

We have taken steps in the last year to improve our accessibility and be more inclusive;

- Our new website uses Browsealoud to assist visitors with visual impairments, reading difficulties or English as a second language
- We ensure that new web design meets AA accessibility standards
- We have re-written all our web pages to make them shorter, more to the point and using plain English.

However, our SOCITM Better Connected website survey rating for accessibility shows we need to improve further.

While regional statistics present a positive picture of digital inclusion in Oxford, we know from our customer insight work that a significant number are either not ready or not able to move to using digital services over other channels. Within our own workforce there are differing levels of digital skills.

The Government's Digital Inclusion Strategy sets out the 4 main challenges people face as being access, skills, motivation and trust.

How we need to change

To make sure the web is truly for everyone, we need to focus on more than just online access. We need to equip our residents with the skills, motivation and trust to go online, to be digitally capable and to make the most of the benefits the internet brings.

We will;

- Provide online access points at our front-of-house contact centres

- Encourage more people to try digital services by providing friendly advice and assistance to customers

- Ensure we provide support for people who can't use online services on their own.

- Commit to improving the digital skills of our own staff and engage them in projects to develop new ways of working within the council and with our customers

- Move all our websites to using secure protocols to provide a safer and more private browsing experience for our customers

- Ensure we design for accessibility, making our digital services easy to use first time to give customers greater confidence

- Work towards a 4-star accessibility rating for Better Connected

Customer in Control

Enabling our customers to engage with us in ways that best suit them and designing digital services that put customers first.

KEY FACTS

- We receive over 240,000 telephone calls and deal with over 44,500 face-to-face enquiries each year

- Our Contact Centre telephony service has a satisfaction rating above 99%.

- 33% of our callers choose the telephone because it's more efficient and 7.5% because the service is not available online.

- Social media contact is growing rapidly with over 86,500 engagements on Facebook and 61,600 on Twitter in 2015/16

- Our mobile app delivers over 3,100 bin collection reminders per week

Putting our customers in control means challenging our assumptions about how best to engage with them and understand their needs in order to provide a better online customer experience.

Where we are now

Customers have always been at the heart of what we do as a Council.

In 2016 we achieved full corporate accreditation in Customer Service Excellence, with all our services being able to demonstrate how we listen and respond to our customers' needs.

In terms of customer contact, our Govmetric feedback system provides us with around 1,500 customer responses each month. While our telephone service consistently scores highly, our web service scores don't yet match these levels.

We know that currently many of our customers prefer to telephone us as they feel it is more efficient or because our online services do not provide them with the information they need to avoid making a call.

Our use of social media is allowing us to build up a better picture of our customers and their interests, and so target our communications more specifically. In May 2016 we generated over 568,000 views on Facebook from just over £1,400 in targeted promotion.

How we need to change

Building on the success we already have we will;

- Work to improve satisfaction with our web channel to help encourage people to do more online.

- Introduce a single customer account for our residents covering all our online services

- Provide online progress tracking for customers to reduce their need to call us

- Promote personalised information through our web site based on our customer intelligence

- Prioritise the development of new digital services for those where there is the highest demand from customers

- Research the potential for our customers to move to use digital services and promote them more effectively

- Develop new channels to interact with customers to meet their needs, like webchat.

- Develop our strategy for using social media to ensure we make the best use of it as a communications channel

- Look to create more digital-only services, with assisted digital help where appropriate

Supporting Business Growth

Supporting local economic growth through by improving digital infrastructure and partnering with business to exploit new digital opportunities

KEY FACTS

- Oxford's digital business sector is worth £1.2bn, and has a seen a 19% GVA growth between 2010-2014

- The sector has also seen a 32% employment growth between 2011-2014 and has the 2nd highest concentration of digital tech employment

- There are at least 1.2m small businesses in the UK without a website or online presence

- 85% of consumers search online before buying, and will go elsewhere if they cannot find a business

- 33% of digital tech businesses feel Oxford has a weak digital infrastructure

Bringing technology, data and communities together can result in a positive economic impact, operational excellence and improved quality of life.

Where we are now

Oxford has a strong and growing digital business sector, and we want to help this grow further. It was a finalist in the European Capital of Innovation awards 2016.

Through our Smart Oxford partnership we are working with a wide range of city partners to deliver a strategic programme that will develop and promote Oxford as a smart city. The Vision of Smart Oxford is of a city where innovative ideas, active citizens, and aligned stakeholders come together to co-create a better Oxford.

Through Super Connected Oxford we are using £5m funding from Government to become a Super Connected City; offering free Wi-Fi access in 40 public buildings and on all buses operating in the Oxford city zone.

As part of the Super Connected City programme we provided funding vouchers to over 500 local businesses to help them upgrade to faster internet access. We are working towards a wireless concession scheme that could offer free Wi-Fi access and improved mobile coverage in Oxford.

With partners, Better Broadband for Oxfordshire is investing £30.1m in a programme to bring fibre enabled broadband (speeds of 24mbps and above) to over 95 per cent of homes and businesses by the end of 2017.

How we need to change

We will;

- Work with partners to ensure that the digital infrastructure and investment necessary to support growth is in place

- Work with partners to ensure the digital skills needs of employers in and around Oxford are met

- Run a Smart Oxford Challenge to help raise awareness of Smart Oxford, capture the public's imagination and help them understand how technology and data can provide benefits and improve how the city operates more effectively and efficiently

- Identify ways to improve transactions between local government and business to make them more efficient, effective and easier to use.

- Ensure any new IT systems use open standards and open APIs so that we can increase the range of suppliers and products we can work with

- Seek to meet our digital development needs from local suppliers wherever possible

Collaboration

Achieving better outcomes through working together, sharing good practice and making our data open by default

KEY FACTS

- Our website contains almost 600 downloadable documents, many in proprietary formats, that are difficult to access

- We received 778 FOI requests in 2015/16 with many of these directed from a third party website.

- Defra have published over 14,000 of their datasets as open data

Where we are now

The provision of digital services in the public sector has seen a revolution since the creation of the Government Digital Service. Its approach to redesigning digital services for high volume transactions is centred on collaboration; sharing code sources, making their data more open, creating common interfaces for digital services (called 'Government as a Platform') and moving to the use of public registers as common, authoritative sources. Its Digital Service Standard is seen as best practice in the sector.

Oxford already participates in LocalGovDigital; a network for digital practitioners in local government which has an aim to raise standards in web provision and the use of digital by councils across the country. We have contributed to the development of a Local Government Digital Service Standard to best meet the sector's needs. This is being supported by detailed advice and regional peer assessment.

There are a growing number of third party services being used to improve how people interact with local government, such as whatdotheyknow.com for Freedom of Information requests. By collaborating with these providers we can improve the service we offer to our customers.

Collaboration at a local level means better understanding our customers (business and residential) and getting closer to our local developer community. We can do this through involving them in the work we do and becoming more transparent with the information we hold.

To date we have made limited progress in making the information we hold more available. An open data approach can give customers information and informed choices about the services they use, our managers the information they can rely on to provide what our customers need and businesses and the community or voluntary sector the opportunity to take the data released and produce goods and services from it.

How we need to change

We will;

- Be active participants in LocalGovDigital in order to benefit from national best practice in providing local government digital services

- Work to the Local Government Digital Service Standard, and participate in its regional peer assessments

- Work with Smart Oxford to develop an Open data platform that residents, businesses and local developers can use

- Support local hackathons to develop practical applications from our shared data

- Educate our staff in how to make our data more accessible

- Explore the potential to use Government as a Platform to improve our services

- Collaborate with third party services that add value to our online presence

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Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
1.	**Make our data more open for the benefit of our residents, businesses and local developers**	• Collaboration • Supporting Business Growth	• Set up and launch a prototype open data portal with our Smart Oxford partners • Use the portal to host data for local hackathons around key areas of interest • Promote the portal and encourage public & developer suggestions for new data sets to host • Increase the number and range of City Council datasets available on the portal • Evaluate the success of the prototype open data portal and use this to develop a permanent solution • Run a Smart Oxford Challenge using open data to promote its use and engage the public	• September 2016 • As required • Ongoing • Ongoing • March 2017 • TBC

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
2.	**Change the way we design and implement new digital services to ensure they meet customer needs first**	• Customer in Control • Collaboration • Digital by Design • Inclusion	• Adopt the Local Government Digital Service Standard as our methodology for designing and implementing digital services	• November 2016
			• Review our project management techniques to deliver our digital projects, and empower our teams to make key decisions	• March 2017

			• Introduce local design requirements to;
			
			    ○ research and map customer needs before designing any new digital services
			
			    ○ test all new digital service with customers before and during implementation to improve them
			
			    ○ ensure all new digital services have a range of metrics to test their success
			
			    ○ use national design service patterns for the way data is collected from customers
				• March 2017

			• Make our Service Heads the digital champions for their service area and responsible for promoting customer needs	• December 2016
			• Enable teams to be responsible for defining and delivering new digital services alongside ICT staff	• March 2017
			• Require service managers to manage a digital service once it has been launched and handed over to the service area	• March 2017

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
3.	**Work with other organisations to improve our digital services**	• Digital Leadership • Collaboration	• Maintain an active role in the LocalGovDigital network and share best practice amongst sector colleagues	• Ongoing
			• Introduce internal assessment and learning from the Local Government Digital Service Standard	• March 2017
			• Use LocalGovDigital peers to assess our compliance with the Local Government Digital Service Standard	• March 2018
			• Participate in Government Digital Service initiatives to use its GovPay, GovNotify and GovVerify services across local government	• As opportunities arise
			• Participate in jointly commissioned work by LocalGovDigital colleagues to develop shared digital services	• As opportunities arise
			• Consult with third sector organisations to identify how we can jointly deliver better digital services to customers	• March 2017
			• Identify all third party digital services that can enhance services for our customers and work with their developers to improve and integrate them with our services	• November 2017

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
4.	**Improve the digital skills and knowledge of our staff**	• Digital Leadership • Inclusion	• Provide Agile project management training for Business Improvement staff deploying digital services • Sign up to the Digital Skills Charter • Deliver a programme of staff sessions to ensure that all our staff have and can use basic digital skills • Ensure that any staff using our Content Management System have been fully trained in its use and in writing for the web • Train staff involved in open data work to ensure high standards	• October 2016 • December 2016 • June 2017 • Ongoing • December 2016
5.	**Help more of our customers to go online and be confident in using digital services**	• Inclusion • Customer in Control	• Promote low-cost schemes to enable more businesses to develop an online presence • Join the UK Online Centres network • Launch our Customer Service Centre as a UK Online Centre/Access Point • Introduce weekly drop-in days for our customers to get practical assistance in using digital devices • Move all our websites to using secure (https) protocols as standard to guarantee personal information will be safe	• October 2016 • December 2016 • March 2017 • March 2017 • Ongoing

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale

6.	**Improve the online experience for our customers to promote digital take-up**	• Customer in Control
		
		• Supporting Business Growth
			• Use our customer feedback, analytics data and user testing to continuously improve our digital services
			
			• Use our business networks to understand the needs of business users to improve our services to them
			
			• Use our customer needs research and customer intelligence to develop a programme of new digital services as part of our annual ICT Work Plan
			
			• Review our online forms to ensure they meet best practice and capture only the information required
			
			• As part of our Customer Relationship Management system replacement, introduce a new Customer Experience Management capability which provides;
			
			    o access to customer online transactions and their status,
			
			    o a consolidated, single customer login
			
			    o personalised information delivery based on status or location
				• Ongoing
				
				• Ongoing
				
				• October 2017 and annually thereafter
				
				• March 2017
				
				• March 2018

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale

7.	**Ensure we provide digital services that everyone can use**	• Inclusion	• Introduce local design requirements for all new digital services to;
			    ○ meet AA standards for accessibility as a minimum
			    ○ have a responsive design to work properly on mobile devices
			
			• Introduce a requirement to ensure that all new services have a non-digital assisted option for customers that do not use online services
			
			• Work with accessibility specialists and our web developers to achieve an improved Better Connected score for accessibility
				• November 2016
				
				• March 2017
				
				• October 2017

8.	**Work with our partners to improve Oxford's digital infrastructure**	• Supporting Business Growth	• Deliver Better Broadband for Oxfordshire to over 95% of homes • Deliver a wireless concession scheme to provide free WiFi access and improved mobile coverage in Oxford	• December 2017 • June 2017

Digital Strategy: Action Plan

How we will achieve the changes set out in this Strategy

	Objective	Strategy Themes	Actions	Timescale
9.	**Increase the diversity of digital suppliers we work with**	• Supporting Business Growth	• Identify a range of expert digital agencies (including local agencies) to help develop new digital services where the appropriate capacity does not exist in-house	• October 2017
			• Introduce a requirement that all new digital services use open standards and have APIs to enable them to interact with other technologies more easily	• March 2018
			• Host our development code on a publically available source code repository to make it easier to work with new suppliers	• March 2017

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Local Government
Digital Service Standard

1   Understand user needs. Research to develop deep knowledge of who the service users are and what that means for the design of the service.

2   Ensure a suitably skilled, sustainable multidisciplinary team, led by a senior service manager with decision making responsibility, can design, build and improve the service.

3   Create a service using the agile, iterative and user-centred methods set out in the Government Service Design Manual.

4   Build a service that can be iterated and improved in response to user need and make sure you have the capacity, resources and technical flexibility to do so.

5   Evaluate what tools and systems will be used to build, host, operate and measure the service, and how to procure them, looking to reuse existing technologies where possible.

6   Evaluate what user data and information the digital service will be providing or storing and address the security level, legal responsibilities, privacy issues and risks associated with the service.

7   Use open standards, existing authoritative data and registers, and where possible make source code and service data open and reusable under appropriate licenses.

8   Be able to test the end-to-end service in an environment similar to that of the live version, including all common browsers and devices.

9   Make a plan for the event of the digital service being taken temporarily offline, and regularly test.

10   Make sure that the service is simple enough that users succeed first time unaided.

11   Build a service consistent with the user experience of government digital services, including using common government platforms and the Government Service Manual design patterns.

12   Encourage maximum usage of the digital service (with assisted digital support if required).

13   Identify performance indicators for the service, incorporating existing indicators and publishing to a performance platform, if appropriate.

14   Put a process in place for ongoing user research, usability testing to continuously seek feedback from users, and collection of performance data to inform future improvement to the service.

15   Test the service from beginning to end with appropriate council member or senior manager responsible for it.

LocalGovDigital

localgovdigital.info/digital-service-standard
Release date: April 2016

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Appendix 4   Risk Register for Digital Strategy

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross I	Gross P	Current I	Current P	Residual I	Residual P	Comments	Control description	Due date	Status	Progress %	Action Owner
Strategy	The Strategy is not approved	Threat	Insufficient support from members to adopt	Reputation suffers from not adopting Local Government Digital Service Standard.	September 2016	Neil Lawrence	2	2	2	1	2	1	Retaining our current apporach will not encourage innovation and better outcomes	Emphasize national evidence about success of approach	November 2016			
Finance	Actions within the Strategy cannot be afforded	Threat	Financial pressures on the Council require reductions in spending on ICT services	Individual actions and ambitions within the strategy cannot be delivered	September 2016	Neil Lawrence	2	3	2	3	2	1	GDS experience is that better designed services cost less to develop and maintain	A sound business case to accompany each request for funding to show the benefits and risks				
Inconsistency	Failure to adopt best practice approaches across all digital services	Threat	Lack of support from staff or time imperative to deliver services quickly	Delivery of online services that fail to meet customer need which then have poor take up	September 2016	Neil Lawrence	2	3	2	3	2	1	Change in approach requires culture change which is harder to achieve	Ensure all ICT workplan projects are assessed for compliance. Provide advice and support for staff in adopting the approach				
Equality	Failure to adopt better standards for accessibility	Threat	Lack of support from staff or time imperative to deliver services quickly	Failure to give all customers access to digital services. Possibility of challenge	September 2016	Neil Lawrence	4	3	3	3	2	1		Ensure assisted digital services are in place. Action plan to improve accessibility online. Set standards for external developers				
Collaboration	New digital services are built with other councils	Opportunity	Common needs shared with others result in project collaboration	Shared costs and risks. Better control over outcomes	September 2016	Neil Lawrence	2	3	3	3	3	4	Examples of this are already happening in London and Scotland	Build on current national sector involvement. Publicise new projects				

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Glossary of terms

Explaining some of the terms we use in the Digital Strategy

Term used	What it means	More information
AA accessibility standards	A set of guidelines that specify how to make content accessible, primarily for people with disabilities—but also for all user agents, including highly limited devices, such as mobile phones.	http://www.w3.org/TR/WCAG20/
Agile Project Management	A widely-used approach to managing IT development teams that enables them to respond to unpredictability through incremental, iterative work cadences and using feedback/testing. The team is empowered to make decisions and is focused on delivering the required product as set from user requirements.	http://www.allaboutagile.com/what-is-agile-10-key-principles/
Analytics	Data that is produced on how people use digital services. At its most simple this can be how many times a web page is viewed, but it can range to customer demographics and eye tracking recordings of customer interactions. A variety of tools are available to assist in building a comprehensive picture of all aspects of customers' online activity to improve digital services. The most well-known is Google Analytics	
Assisted digital support	Proving help for people that who need to use a digital service but don't have the skills or access to do so on their own. This can be in the form of someone entering data on the customer's behalf, or just assisting them while they do this themselves. Such support can also be provided by private or voluntary organisations.	https://www.gov.uk/service-manual/helping-people-to-use-your-service/assisted-digital-support-introduction
API	Application Program Interface – also called web services – allow different technologies to talk to each other to exchange data and enable digital services to work. An API describes what functionality is available, how it must be used and what formats it will accept as input or return as output.	https://en.wikipedia.org/wiki/Application_programming_interface
Source code repository	A file archive and web hosting facility where large amounts of source code for software, but also for web pages are kept, either publicly or privately. They are often used by open-source projects and other multi-developer projects to handle various versions of the software.	
Digital services	A service required by a customer (such as 'reporting a pothole') that is delivered by the internet and is largely or entirely automated so that it requires minimal human intervention to be processed.	

Glossary of terms

Explaining some of the terms we use in the Digital Strategy

Term used	What it means	More information
Government Digital Service (GDS)	Part of the Cabinet Office, the Service implements the digital transformation of Government services and is a centre of excellence in digital, technology and data. They are also responsible for the GOV.UK website	https://gds.blog.gov.uk/about/
Government as a Platform	The next phase in the development of government digital services to assist in transformation through creating web services as well as web sites. These services are designed to be common 'building blocks' to meet all possible use cases and can be swapped in and out easily. Examples are payments, bookings, verification services, notification services and registers of common information	https://gds.blog.gov.uk/category/government-as-a-platform/
Hackathon	A hackathon (also known as a hack day, hackfest or codefest) is an event in which people collaborate intensively on software projects over a short period of time, usually to solve a specific problem or create new applications.	https://en.wikipedia.org/wiki/Hackathon
LocalGovDigital	A network for digital practitioners in local government which has an aim to raise standards in web provision and the use of digital by councils across the country.	http://localgovdigital.info/
Local Government Digital Service Standard	A common approach for local authorities to deliver good quality, user centered, value for money digital services, developed by LocaGovDigital. It is based on the Digital Service Standard used by GDS but tailored to better meet the needs of local government	http://localgovdigital.info/digital-service-standard
Open Data	Open data is data that anyone can access, use or share. It should be linked, so that it can easily be shared; be available in a standard, structured format; have a guaranteed availability and consistency so it can be relied upon, and have a licence depicting how it can be used.	http://theodi.org/what-is-open-data
Open Standards	In digital terms, open standards mean that software is written in a way that can be implemented by a diverse range of suppliers, removing barriers to competition.	https://www.gov.uk/government/publications/open-standards-principles/open-standards-principles

Glossary of terms

Explaining some of the terms we use in the Digital Strategy

Term used	What it means	More information
Responsive design	An approach to web page creation that detect the visitor's screen size and orientation and change the layout accordingly. This enables web pages to be seen on any device (desktop PC, tablet or mobile phone)	https://en.wikipedia.org/wiki/Responsive_web_design
Secure protocols	Added security used to ensures secure delivery of data between two parties. This is particularly important for services that involve the submission of personal information by online forms. Secure website addresses begin with https:// rather than http://	
Service Patterns	Agreed, authoritative designs for how online services should look and act. This can include obtaining a customer's date of birth, or having them register an account. They have been thoroughly tested on customers to ensure the optimum response.	https://www.gov.uk/service-manual/user-centred-design/resources/patterns
Smart Oxford	The Smart Oxford initiative is overseen by the Oxford Strategic Partnership (OSP), a set of collaborating organisations from across the public sector (for example, the City & County Councils, NHS, & Police), academia (e.g. University of Oxford & Oxford Brookes University), business (e.g. Unipart) and voluntary and community organisations (e.g. Oxfordshire Community and Voluntary Action).	http://oxfordsmartcity.uk

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MINUTES OF THE SCRUTINY COMMITTEE

Thursday 6 October 2016

COUNCILLORS PRESENT: Councillors Gant (Chair), Hayes (Vice-Chair), Chapman, Fry, Henwood, Pegg, Simmons, Taylor, Tidball and Wilkinson.

BOARD MEMBERS PRESENT: Councillor Pat Kennedy (Young People, School and Skills), Councillor Bob Price (Leader of the Council) and Councillor Linda Smith (Board Member for Leisure, Parks and Sport)

INVITEES AND OTHER MEMBERS PRESENT: Professor Liz Browne (Brookes University) and Professor Debra McGregor (Brookes University)

OFFICERS PRESENT: Tim Sadler (Executive Director Community Services), Graham Bourton (Head of Direct Services), Val Johnson (Policy and Partnerships Team Leader), Stuart Fitzsimmons (Parks and Open Spaces Manager), Andrew Brown (Scrutiny Officer) and Sarah Claridge (Committee Services Officer)

41.   APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Coulter.
Apologies for lateness were received from Cllr Price, he was expected at 6.25 for item 6 Recommendation monitoring - Inequality Panel.

42.   DECLARATIONS OF INTEREST

Item 7- Educational Attainment
Cllr Gant – governor of Cutteslowe Primary School
Cllr Kennedy – governor of St Francis Primary School

43.   WORK PLAN AND FORWARD PLAN

The Chair presented the report.

Work Plan

The Committee reviewed and noted the following changes in its work plan for the 2016/17 council year.

Safeguarding Language Schools – slipped to December
SEAP - slipped to December.

The Committee agreed to slip the workplace parking levies report from December to the January meeting to make room for the slipped CEB reports.

Standing Panels
Cllr Henwood updated the Committee on the work of the Housing panel.

Forward Plan
The Committee made no additional requests for reports from the Forward Plan.

44.   REPORT BACK ON RECOMMENDATIONS

The Chair presented the report on recommendations.

The Committee noted the report.

45.   DEVOLUTION PLANS FOR OXFORDSHIRE

Cllr Tidball, Chair of the Devolution Review Panel presented the proposed project scope.

She explained that the Panel had meet last month to tighten the scope of the review She outlined the following points the Panel was to focus on:
- Review of the devolution proposals and to decide the best option for Oxfordshire.
- How best to deliver key service areas, infrastructure and adult and children care.

The Scrutiny Officer explained that an additional meeting was scheduled for 16 November.

The following was discussed:

Committee members can attend the meetings, but they are private meetings so members cannot discuss the findings.

Cllr Simmons asked whether the issues should be prioritised, as there are a lot of them. The Scrutiny Officer said that this would occur at the next meeting and lines of enquiry would be agreed. Cllr Tidball acknowledged that while the scope was broad, using service areas as case studies would help inform the discussion.

Cllr Price clarified three things: 1 There would be no devolution deals without all councils' agreement. 2. There needs to be a mayor. 3. Existing devolution deals are being pursued especially the Cambridge and Peterborough model.

Through the Growth Board the chief executives of the Oxfordshire local authorities are looking at governance issues.

The Scrutiny Committee resolved to **approve** the revised project scope for the Devolution Review Panel.

46.   RECOMMENDATION MONITORING - INEQUALITY PANEL

Cllr Bob Price, Board Member for Corporate Strategy and Economic Development, and the Policy and Partnerships Team Leader updated the Committee on the implementation of the recommendations of the Inequality Panel.

The evaluation demonstrates what a lot of work goes into combating poverty and inequality in the city. Cllr Price said it was a core value of the Council which is reflected in the holistic approach taken across all services.

The Council does a lot of work with the voluntary sector/ partnerships and influences other organisations' policies and plans ie the clinical commissioners group (CCG) to tackle inequalities in health.

The Committee was reassured that their planning related recommendations would be included in the local plan review.

The Committee discussed the following:

Rec 2:   The appointment of the Assistant Chief Executive has improved partnership working.

Rec 5h: There is on-going support to allow council tenants to downsize and relocate easily however quite often older people don't want to move.

Rec 6b: No figures are available on the uptake of keyworker housing interventions however the scheme has been extended and is promoted in schools and during the recruitment process. A conference is being run (by the universities) to retain and recruitment teachers in Oxford. The Policy and Partnerships Team Leader to ask officers whether this scheme includes teachers at free schools as well.

Rec 7: there is no work being done on whether the HMO scheme is affecting good landlords.

Rec 10 (a+b) – Can we have an update report on the work being done to offer council premises to promote health outcomes.

Rec 11 – The existing Barton medical centre will provide for the new Barton Park development.

Free NHS checks are offered to everyone aged 45-75 could the Council do more to promote this?

Rec 14a: The Committee felt there was scope for more Scrutiny work or a review of the Asylum Welcome scheme. Cllr Price said that an assessment of the number of Syrian refugees in the city would be useful as lots have arrived outside of the scheme.

Rec 19: It was suggested that the Council could decline to offer stands at job fairs to firms that don't offer the living wage. Cllr Price agreed with the proposal.

The Committee discussed the best way to review this report in the future. It was agreed that given the wide-ranging nature of the review, that a review group could be commissioned to monitor the implementations of the recommendations.

The Committee agree that Cllr Coulter (as chair of the initial Inequalities Panel) be asked to be champion this work and to feed back to the committee intermittently.

47.   EDUCATIONAL ATTAINMENT

Cllr Pat Kennedy, Board Member for Young People, Schools and Skills presented the report. She explained the background to the programme and its purpose. The report provides evidence that the programme improved the results of all participating schools, changed the culture in many city schools and most importantly gave teachers the confidence that improvements could be made.

The Committee welcomed Professors Debra McGregor and Liz Browne from Brookes University and the authors of the report. Professor McGregor explained the methodology of the report; they had interviewed 7 head teachers to understand what impact the 2 year intervention had had on children's abilities.

Professor Browne said that Table 10 of the report showed how pupils had made progress in their own rights. It shows data on the improvement of each school. She explained that only failing schools took part in the intervention (11 in total).

All the schools had large class sizes which is a problem in most Oxford schools.

Cllr Simmons asked whether the Council had taken forward any of the recommendations of the report. Cllr Kennedy said that there was a small networking programme of 3 schools, and there was a budget review to take some of the report's recommendations forward.

The Director for Community Services said that the leadership for learning programme was carrying on but slowly declining as funding reduced and only 2 schools had continued the KRM programme outside of the intervention.

Cllr Fry asked if the schools that dropped out of the programme regretted not participating. Professor Browne explained that there were various reasons why schools stopped participating in the programme. These were often either a new head teacher starting, who stopped the programme or teacher turnover. A lot of teachers that started the initiatives moved on to other posts over the 2 year period.

The teachers' network (established under the leadership for learning programme) continues to share good practice amongst schools.

The Chair asked if there were any connections between the nature of the KRM programme and the drop-out rate of schools. Professor McGregor said that the prescriptive nature of the KRM programme not always helpful for experienced teachers but can be very useful for newly qualified teachers.

The Director for Community Services explained that the City Council chose the KRM programme because they were looking for a programme with a proven track record for improving struggling schools. No school went backwards some just didn't approve as much as the Council would of like.

The Committee asked whether the programme had made a significant difference. The Director of Community Services said that it had made a material difference – for a relative small amount of money. The programme had cost £200,000 over 2 years, and at the time there was no programme available for supporting leadership before the City Council's programme.

The Committee provided the following feedback on the Council's educational attainment investments:

For the Council to progress through the recommendations

That the Scrutiny Committee **support** education funding bid in budget.

The Committee resolved to **note** the report.

48.   REVIEW OF TREE MANAGEMENT POLICY

Cllr Linda Smith, Board Member for Leisure Parks and Sports presented the report and outlined the draft policy
She said that the policy had been written with a friendlier tone and focused on what the Council would do rather than what it would not do. The draft policy contains a more extensive arbitration and review section to assist customers who are unhappy with decisions. Officers reminded the Committee that the policy only extends to the management and maintenance of Council owned trees.

The Committee discussed the following:

The issue of trees blocking light and what the tree team would do in these cases. The Parks and Open Spaces Manager explained that there is no legal right to light but there is an obligation to keep the lamp posts clear. The Tree team considers each case on an individual basis.

Officers explained that the cost of maintaining the 100,000+ Council trees in the city put considerable budgetary pressures on the service. The tree team trades externally to subsidise these costs.

The Committee favoured the idea of fruit trees being planted in Council parks and asked for fruiting trees to be included in the tree planting list as an option for parks and for the policy to say that people can help themselves to the fruit off these trees.

The Committee agreed with the creation of a Customer Advice Guide and suggested a number of issues to be included (listed in recommendation 3)

That the Tree Planting Guide provide more information on the common trees listed and how they meet the requirements of the policy. That the planting guide list which trees could be pollarded; and for more information on which species are pollinators (specifically bee pollinators). The Committee also requested that a new section on trees that could be planted in parks (most notably fruit trees) be added.

The Committee raised concerns with the narrow focus of the policy in that it did not mention enough about the role of planning or the highways authority in tree management. Many tree issues faced by members of the public are the responsibility of other authorities and are not covered by this policy. To improve public understanding, it was requested that officers include a section at the front of the policy which highlighted what the policy covers and where people can find additional information on trees from the planning and highways authority.

The Committee noted a number of minor amendments to the report which the Board Member and Officers agreed to correct (listed in reccommendation1)

The Scrutiny Committee agreed the following recommendation to CEB

1: That the following amendments are made to the Policy:
  a) The phrase 'perceived to be causing medical issues' in the bullet points at the top of page 5 of the Policy is replaced with 'undocumented medical conditions'.
  b) Explanation is added that challenges under the arbitration and review process will be assessed against the Policy.
  c) The statement that 'every tree felled should be replaced' on page 8 of the Policy is strengthened to say that 'every tree felled will be replaced'.

2: That fruit trees are listed in the tree planting guide as an option for parks and that the policy mentions that people can help themselves to fruit from the fruit trees in Council parks.

3: That the following are included in the Tree Planting Guide or the Customer Advice Guide, as appropriate:
  a) How the common trees meet the requirement of the policy.
  b) Which trees could be pollarded.
  c) Which trees are pollinators.
  d) A new section listing (fruit) trees that are suitable for parks.
  e) General advice to householders on what trees are appropriate for planting in gardens.
  f) Guidance on which trees are suitable for planting in future council sites.

4: That the Tree Management Policy includes a clearer section at the start that highlights what the policy covers and what it does not cover, as well as signposting to where people can find additional information on trees from the City Council's Planning Department and Highways Authority.

49. FINANCE PANEL REPORT ON THE IMPACTS OF BREXIT

Cllr Simmons, Chair of the Finance Panel presented the report.

The Committee discussed EU funding being refused to UK based organisations, and whether the Council had an appetite to borrow more on low rates.

Cllr Tidball asked if it was too early to look at reducing business rates to encourage businesses to stay here. Cllr Simmons said that the Council doesn't set business rates but could give some businesses a rate holiday. However he was uncertain whether reducing business rates would encourage businesses to stay in the city.

The Committee agree to submit the report to CEB with the amended recommendation 2:

Recommendation 2: That the Council looks to partner with local Universities or economic institutions to study the wider impacts of Brexit on the economy of Oxfordshire, either through locally commissioned research or an Oxfordshire case-study in a national examination.

50. MINUTES

The Committee resolved to APPROVE the minutes of the meeting held on 5 September 2016 as a true and accurate record.

51.   DATES OF FUTURE MEETINGS

The next meeting will be held on 7 November at 6.00pm

The meeting started at 6.00 pm and ended at 8.50 pm